

Shawnee State University

SUBJECT: TRAVEL AUTHORITY AND DRIVING RULES	POLICY NO. :	4.10REV
	ADMIN CODE:	3362-4-04
	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2017
	RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
	APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

Shawnee State University desires for its employees and students to experience the educational benefits of traveling, to represent the University at appropriate venues, and to broaden the reach of the University community to other regions of the nation and the world. Further, Shawnee State University is committed to the safety of its faculty, staff, students and visitors while traveling for any University-sponsored activity. The purpose of this policy is to establish and manage reasonable rules that govern the travel and assures the safety of all travelers for University-sponsored activities.

2.0 AUTHORITY FOR TRAVEL

All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.

3.0 RULES REQUIRED FOR DRIVING

In addition to obtaining prior approval for the travel, all drivers to University-sponsored activities must have in their possession a valid driver's license at all times, proof of insurance as required by law, and a current (within the prior 12 month period) motor vehicle record check that demonstrates the proposed driver(s) and the trip comply with all standards established in the procedures found at: [Driving Rules for University Sponsored Activities](#)

4.0 BUSINESS RULES REQUIRED FOR TRAVELING

All travelers to University-sponsored activities must also comply with business rules including but not limited to: reimbursement of travel expenses, travel by privately-owned vehicles, travel by common carrier or rental vehicles, lodging for overnight travel and meal expenses, conference registration fees, and expenses associated with interviewing applicants as established by University business procedures found at: [Travel Authority: Business Rules](#)

5.0 OTHER PROCEDURES

The President will ensure that the appropriate procedures are developed and maintained as well as the delegation of authority to University officials necessary to effectively manage matters involving University-sponsored travel.

History: Replaces 4.10Rev. 07/11/08; 4.10Rev. 11/01/05; 4.10Rev. 06/10/94 (*Eff. 12/08/89*)

Applicable Procedures: [4.10:1 Travel Authority: Business Rules](#)
 [4.10:2 Driving Rules for University Sponsored Activities](#)