

Policy 5.0

Policy Area: TRANSPORTATION
Subject Area: University Travel Regulations
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Page 130 of the current faculty handbook (2007 version) states the following about travel regulations:

“The Murray State University Board of Regents has adopted policies and procedures for all travel by employees and guests. These policies and procedures are available from Accounting and Financial Services, located on the second floor of Sparks Hall. It is the responsibility of the employee to become familiar and follow these procedures.

All travel must be authorized in advance. Authorizations for travel to foreign countries must be on file in Accounting and Financial Services at least 14 working days prior to beginning of the trip.” These policies and procedures are also available on-line (See Accounting and Financial Services page).

Employees within the College of Education will be required to comply with the policies and procedures as indicated in this faculty handbook statement.

When desired (and available), university vehicles may be used for travel. It is the responsibility of the employee to become familiar and follow procedures related to the use of university vehicles.

Any faculty travel request will be initiated with the appropriate chair and be routed accordingly.