

Shawnee State University

POLICY TITLE:	TRAVEL AUTHORITY AND DRIVING RULES
POLICY NO.:	4.10REV
ADMIN CODE:	3362-4-04
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EFFECTIVE DATE:	11/08/19
NEXT REVIEW DATE:	11/2022
RESPONSIBLE OFFICER(S):	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) domestic 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 and associated procedures.

3.0 PROCEDURES

To ensure the effective management of University-sponsored travel, the President shall enact procedures to extend the delegation of authority to appropriate University officials to approve such travel and to ensure compliance with established procedures.

3.1 TRAVEL AUTHORITY - BUSINESS RULES

Travelers must comply with business rules including but not limited to those that address: 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](#).

3.2 DRIVING RULES – UNIVERSITY SPONSORED ACTIVITIES

Drivers to University-sponsored activities must have in their possession at all times a valid driver's license and proof of insurance as required by law. Where applicable, driver(s) must complete a motor vehicle record check in accordance with [Procedure 4.10:2 Driving Rules for University Sponsored Activities](#).

History

Effective: 12/08/89

Revised: 11/08/19; 07/11/08; 11/01/05; 06/10/94

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