

vehicles by the receptionist shall be posted in the Share drive.

the travel request. If registration for a meeting/conference is requested as a direct bill item, submit the request in a timely manner for processing. Allow one month for the state to pay for any expense.

late, the keys may be placed in the lockbox for keys. When signing the key out, indicate on the sign out sheet if the key will be locked in the vehicle upon return.

Mileage Logging

Travelers are required to log the odometer reading at the beginning and end of each trip on the mileage tracking sheet located in each vehicle. Travelers must also note their destination, functional unit, and mileage at the time of gas purchase (if applicable). Lastly, travelers must indicate if the gas card is in the vehicle before and after each trip.

Cashier for processing. A copy of the approved Travel Expense Account Settlement form will be sent electronically to the traveler for their records. The Travel Expense Account Settlement must be submitted within two weeks of travel. Other arrangements must be approved by the Executive Dean of Administrative Services.

Cancellation of a Travel Request

Every travel request is cancelled so that the vehicle might be made available to other staff members.

Related Documents and Policies

Approved by IET: 1/13/2020
Approved by President's Cabinet: 2/11/2020
Reviewed by Board of Governors: 2/19/2020

