

POLICY NAME:	<b>316.01: Travel</b>
EFFECTIVE:	04-13-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama</i> 36-7-20 through 36-7-23
CROSS REFERENCE:	709.01

1. In-state

The President is authorized to approve in-state travel for institution employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

2. Out-of-state

The President is authorized to approve out-of-state travel for each institution's employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws. All out-of-state travel must be reported to the Chancellor. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all out-of-state travel to the Board of Trustees.

3. Foreign

The Chancellor must approve all foreign non-educational travel prior to the commencement of the travel. Refer to Policy 709.01 related to educational foreign travel. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all out-of-state travel to the Board of Trustees.