

## **2351.1 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY - DETAIL LISTING**

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RESP. OFFICE: PURCHASING SERVICES  
APPROVAL: CHIEF PROCUREMENT OFFICER  
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### **PURPOSE**

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This document lists all travel and entertainment related policies and provides “links” to those policies as well as related procedures.

### **SCOPE**

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The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

#### **TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICIES**

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2352	PAYMENT OPTIONS
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2354	REIMBURSEMENT PROCESS
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2356	RAIL TRAVEL
2357	INTERNATIONAL TRAVEL
2358	LODGING
2359	RENTAL CARS
2360	PERSONAL VEHICLES AND GROUND TRANSPORTATION
2361	MEALS AND ENTERTAINMENT
2362	TELEPHONE USAGE
2363	NON-EMPLOYEES, COMPANIES AND NON RESIDENT ALIENS
2364	SPOUSAL AND DEPENDENT TRAVEL AND ENTERTAINMENT
2365	NON-REIMBURSABLE ITEMS
2366	RECEIPT REQUIREMENTS
2367	PER DIEMS
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2369	MOVING AND RELOCATION
2370	TRAVEL RELATED BUSINESS OBJECT CODES

[Click here](#) for the T&E Procedure Manual.

[Click here](#) for the Document/Forms Library under Individual Disbursement Services for all Travel Reimbursement forms.