

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:016	Supersedes Policy Number: 4:016
Date: January 15, 2009	Dated: March 22, 2006
Subject: Travel	Mandatory Review Date: January 15, 2014
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: <u>4:03:03:00</u>
Approved:	President: signature on file

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy 4:03:03:00. The policy can be accessed at the following web site:

http://www.tbr.state.tn.us/policies_guidelines/business_policies/4-03-03-00.htm

In addition, Austin Peay State University follows the following provisions for in-state travel:

In-State Travel

Authorization of In-State Travel

Employees must obtain prior written authorization for in-state travel by the employee's appropriate approving authority. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial or when there is no advance notice of the circumstances necessitating the travel and such travel is approved orally by the appropriate approving authority. Approving authorities (department heads) have the discretion to decide what level of expense is substantial for in-state travel. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.