



TRAVEL PROCEDURES

Accounting and Financial Services

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b. Insurance

B. TRAVEL ADVANCES/PREPAYMENTS

1. University Purchasing Card

2. Sponsoring Organization

C. REIMBURSABLE TRAVEL EXPENSES

a. Receipts

- 1.**
- 2.**



a. Commercial Air and Rail Travel

7

5.

6.

III. STUDENT GROUP TRAVEL

A. ADVANCE AUTHORIZATION

C. GROUP MEALS

1. Athletic Team Meals

IV. DEFINITIONS

V. ATTACHMENTS

A. MEAL SUBSISTENCE

B. HIGH RATE AREAS

C. KENTUCKY STATE PARKS

Park _____ **Location**