



University Travel Policy

Policy Number: FA-PO-1216

Oversight Department: Accounts Payable

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1. Purpose

The University Travel Policy for Radford University (University) establishes requirements and standards for official University travel to ensure that travel expenses are reasonable, necessary, properly authorized, appropriately documented, fiscally responsible, and supportive of the University's mission. The policy is designed to promote compliance, public accountability, traveler safety, equitable administration, and efficient use of University resources.

2. Applicability

- A.** The University Travel Policy applies to the procurement of travel services and the reimbursement of expenses incurred by the traveler while on official University business. The policy applies to expenditures from Educational and General (E&G), state and local auxiliary, sponsored program funds, and to any other expenditure for which the University is disbursing the funds.
- B.** This policy applies to employees, students, guests, candidates, consultants, speakers, and other non-employees traveling on behalf of the University.
- C.** This policy applies regardless of payment method, including reimbursement, direct billing, Small Purchase Charge Card (SPCC), travel card, invoice payment, purchase order, travel advance, or other University-approved payment mechanism.

3. Definitions

Approver: An individual authorized to review and approve travel requests, exception requests, and expense reports.

Base Point: The primary place, office, or building where the traveler performs their duties on a routine basis. Multiple base points are not allowed.

Business Meal: A meal involving a substantive and bona fide business discussion with an outside party.

Business Purpose: A clear explanation of how the travel or related expenses support the University's mission.

Candidate / Prospective Employee: An individual invited by the University to interview for employment.

Commuting Mileage: Round-trip mileage traveled routinely by the employee between their residence and base point.

Day Meal: A meal reimbursed on an actual-cost basis for qualifying non-overnight employee travel, which is taxable to the employee.

Delegate / Travel Delegate: An employee authorized to submit travel pre-approvals and expense reports on behalf of a traveler. The traveler remains responsible for the accuracy and completeness of all submissions and must approve their own expense report after it is submitted by a delegate.

Direct Bill / Direct Payment: Charges invoiced by a travel vendor or paid by the University directly rather than by the traveler.

Division Head: President, Provost, or applicable vice president.

Employee: Any person employed as teaching and research faculty, administrative or professional faculty, classified employee, part-time or wage employee, student employee, work/study employee, or any other person paid through the University's payroll process.

Exception: A formal advance request for approval to deviate from standard travel regulations when justified by business circumstances. Deviations from this policy generally require approval from the Controller's Office, and most allowable circumstances are addressed within this policy. Lower-level exceptions may occur when a traveler's actual expenses differ from the approved pre-approval. In those cases, the traveler should obtain written approval from the appropriate approver(s) at the time the event or circumstance occurs. If the total increase is less than \$200 above the original pre-approval amount, the difference is not considered a policy deviation requiring written exception approval.

International Travel: Travel to areas outside of the 48 contiguous United States including Alaska, Hawaii, US territories and possessions.

Local Travel: Travel that is less than 25 miles from a traveler's base point or between two travel points.

Long-Term Travel: Official travel lasting more than 30 consecutive calendar days.

Meals and Incidental Expenses (M&IE): Per diem for overnight official business travel.

Non-Employee Traveler: An individual who is not paid through University payroll but travels on approved University business, including candidates, guests, speakers, consultants, students without an employment relationship, and visiting scholars.

Traveler: Any individual traveling on official University business.

Travel Management Company (TMC): The University's designated contracted travel service provider used to arrange air travel and other designated travel services for official University business.

Travel Status: Official University travel is more than or equal to 25 miles outside of a traveler's base point.

Trip: Any period of continuous travel from the time the traveler leaves their residence or base point and returns to their residence or base point.

4. Policy

A. General Standard

The University will reimburse or directly pay for reasonable and necessary travel expenses incurred on official University business. Reimbursements and direct payments will not be made to accommodate personal comfort, convenience, or taste.

Travelers are expected to select the most economical and practical option that meets business needs, considering total cost, travel time, safety, scheduling, accessibility, and business effectiveness.

B. Public Stewardship and Ethics

It is a violation of the Radford University Code of Ethics to falsify, alter, or deliberately misrepresent travel expenses. The University does not tolerate fraud, waste, or abuse of University resources. Travel expenses are subject to public review and must withstand scrutiny under applicable law, including the Virginia Freedom of Information Act.

C. Advance Approval

1. Travelers must obtain required approval before committing the University to travel-related costs. Except as otherwise authorized by the Controller's Office, travel pre-approvals must be submitted and approved in Emburse before travel arrangements are booked, expenses are incurred, or the University is otherwise committed to payment.

2. A travel pre-approval is required in Emburse for official University travel, including but not limited to:
 - a. Overnight travel
 - b. Airfare or rail travel
 - c. Lodging
 - d. Conference registration
 - e. International travel
 - f. Travel advances
 - g. Day meals
 - h. Business meals
 - i. Candidate travel
 - j. Mixed business/personal travel
 - k. Any trip expected to exceed \$500
 - l. Any exception to this policy
3. First class, business class, premium economy, other non-standard fare classes, upgrades, priority boarding, club or lounge access, and similar premium travel enhancements require Controller's Office approval before booking or purchase. The approved Controller's Office exception, including any required pre-approval or Kuali form, must be attached to the related Emburse pre-approval.
4. Departments may impose more restrictive approval requirements based on funding sources, budgetary controls, sponsored program requirements, or operational needs.
5. Travel that does not receive required advance approval must be reviewed by the Controller's Office before reimbursement or payment may be made. Reimbursement is not guaranteed and may be denied or deemed the responsibility of the traveler.
6. Requests for exceptions to this policy must be submitted through the Controller's Exceptions and Pre-Approvals form on OneCampus, unless another process is specifically approved by the Controller's Office.

D. Direct Payment Preference

University employees and departments should make every reasonable effort to avoid reimbursement of expenses that can be paid directly by the University, including by invoice, SPCC, direct bill, purchase order, or other approved payment method, in order to reduce traveler financial burden and improve institutional controls.

E. Electronic Processing

1. All travel approvals, travel advances, and expense reports must be processed through the University's electronic travel and expense management system, Emburse, unless otherwise authorized by the Controller's Office through written documentation. Any approved exception requests must be attached to the applicable record in Emburse.
2. Required supporting documentation, including receipts, agendas, approvals, cost comparisons, attendee lists, approved exception requests, and justification statements, must be attached in Emburse unless the documentation contains highly sensitive data as defined in the [Radford University Data and System Classification Standard IT-PO-5102s](#). In that case, the documentation must be retained in accordance with University record retention requirements.

F. Budget Responsibility

Department heads are responsible for ensuring budget availability for all travel expenses. Approval of travel confirms that the expense is business-related, funding is available, and the approving official has reviewed the request for reasonableness, necessity, and compliance.

G. Non-Reimbursable Expenses

Non-reimbursable travel expenses include, but are not limited to:

1. Lost or stolen articles.
2. Alcoholic beverages and associated taxes and gratuity.
3. Tips in excess of 20%, except for immaterial variances resulting from rounding.
4. Damage to personal vehicles, clothing, luggage, or other personal items.
5. Services for entry to a locked vehicle.
6. Movies, personal entertainment, or streaming charges.
7. Entertainment expenses.
8. Towing charges.
9. Travel insurance, including trip interruption or cancellation insurance, except where specifically required and approved for international or non-employee travel.
10. Expenses for children, spouses, family members.
11. Costs related to traveler negligence, including fines, late fees, parking tickets, no-show fees, and avoidable cancellation charges.
12. Personal travel costs.
13. Premium rideshare services unless justified and approved.

14. Personal laundry or dry cleaning.
15. Fuel prepayment options for rental vehicles.
16. Damage or penalties due to traveler negligence.

H. Receipts and Records

1. Travelers must keep accurate records of all travel expenses.
2. Itemized receipts are required for:
 - a. Lodging
 - b. Airfare and rail
 - c. Rental vehicles
 - d. Conference registration
 - e. Business meals
 - f. Day Meals
 - g. Candidate-paid approved exceptions
 - h. Any expense otherwise required by the funding source, approver, or Controller's Office
3. Receipts are not required for M&IE paid on a per diem basis.

I. Submission Deadlines

1. Travelers should submit expense reports within 30 calendar days after trip completion and must submit any additional reimbursement requests within 60 calendar days after trip completion, unless a shorter timeframe is required by a specific procedure or funding source.
2. Candidate-paid approved exceptions must be submitted by the candidate to the Hiring Department within 10 business days of trip completion. The Hiring Department must submit the related expense report within 30 calendar days of trip completion.
3. Late submissions may be denied or treated as taxable income in accordance with IRS accountable plan rules, unless an exception is approved by the Controller's Office.

J. Sponsored Program Travel

Travel funded by sponsored programs must comply with this policy and the applicable terms and conditions of the grant or contract. When sponsor requirements are more restrictive than University policy, the more restrictive requirements apply. When sponsor terms are silent, University policy applies unless an approved exception exists.

K. Accountable Plan

Except for Day Meals under Section 5.E, reimbursements of travel expenses are intended to meet IRS accountable plan requirements and are not considered taxable income to the traveler when properly substantiated.

5. Procedures

A. Personal Vehicle Mileage

1. Mileage reimbursement rates for privately owned vehicles used on official University business are based on total miles driven each day. Mileage driven in a single day may not be split between reimbursement rates, and mileage may not be averaged over the duration of the trip. Rates are as follows:
 - a. For trips up to 250 miles per day, the full standard IRS rate will be reimbursed.
 - b. For trips exceeding 250 miles per day, the entire mileage for that day will be reimbursed at a decreased rate corresponding to the decreased rate used by the Commonwealth of Virginia.
2. Commuting mileage and associated costs incurred while commuting are considered a personal expense and are not reimbursable.
3. An employee may have only one base point; however, travel between the employee's base point and a temporary work location is a reimbursable expense while on travel status.
4. If an employee's residence is closer to their travel destination than their base point, the residence may be substituted as the point of departure and return.
5. Local travel within 25 miles of the employee's base point is generally not reimbursable because the employee is not in travel status. See the local travel stipend policy and related procedures for additional guidance.

B. Rental Vehicles

1. The University maintains a direct bill account with Enterprise Rent-A-Car. Rentals are billed directly to the University, so there is no out-of-pocket expense to the traveler. If the traveler must use another rental agency out of necessity, the traveler may pay for the rental and submit an itemized final receipt for reimbursement.
2. The following add-on rental car options are not reimbursable for domestic travel and shall not be direct billed to the University:
 - a. Liability Damage Waiver (LDW)
 - b. Collision Damage Waiver (CDW)
 - c. Roadside Assistance Programs (RAP)

d. Pre-paid fuel options

3. Travelers must return rental vehicles with the same amount of fuel that the vehicle had at pick-up and submit fuel receipts for reimbursement. It is required to return the vehicle with a full tank of fuel to prevent any discrepancies.
4. Standard or economy vehicle classes should be selected unless a larger vehicle is justified by business needs, occupancy, accessibility, or equipment requirements. This can be approved by Radford University's Accounts Payable Supervisor before renting.
5. Non-employee travelers may be subject to different insurance requirements. When a non-employee traveler is not covered by applicable University or Commonwealth vehicle insurance, reimbursement for required rental car insurance may be allowed with advance approval.
6. When renting 12- and 15-passenger vans, the maximum number of van occupants is 10, including the driver. All drivers of passenger vans must have completed the University's [Passenger Van Training](#). A copy of the certificate must be submitted to and approved by Radford University's Accounts Payable Supervisor before renting the passenger van. The course is offered on the [Commonwealth of Virginia Learning Center website](#). The Accounts Payable Supervisor's approval of the passenger van rental should be attached to the Emburse expense report.

C. Lodging

1. Approved lodging rates are based on the applicable Federal General Services Administration (GSA) rates for the contiguous United States, Department of Defense rates for travel to Alaska, Hawaii, and U.S. territories and possessions, and Department of State rates for foreign travel. The applicable rate is specific to the lodging address, including ZIP code, which may differ from the general area of travel.
2. Travelers may be reimbursed up to 200% of the applicable GSA lodging rate, plus associated taxes and fees, only when the higher rate is requested and approved with documented justification in Emburse. The 200% limit applies to each actual nightly lodging rate, not to an average nightly rate across the trip. If lodging is entered in Emburse as a lump-sum total, supporting documentation must be sufficient to verify compliance with the applicable nightly limit.

For example, if the GSA rate is \$100 per night, travelers may only be reimbursed up to \$200 per night if they request and receive approval for the 200% rate with justification in Emburse. Any applicable taxes and fees will be reimbursed in addition to the \$200 nightly rate when this process is followed.
3. Lodging rate expenses exceeding 200% of the applicable GSA rate are not reimbursable unless a written exception is approved in advance of the travel by the Controller's Office.

4. The final itemized hotel bill submitted for reimbursement must reflect that the hotel bill was fully paid and must identify any unusual charges.
5. Official conference hotels may be used when justified by business need, location, safety, accessibility, or total cost efficiency and approved within applicable lodging limits.
6. Reimbursement for the use of Airbnb and other similar online community marketplaces for lodging during official University business travel is not permitted. Unlike commercial hotels and professionally managed properties, community marketplaces do not provide assurance that the property complies with standard safety or fire regulations.

D. Meal and Incidental Expenses

1. Meal and Incidental Expenses (M&IE), including all taxes and tips, are based on a fixed allowance per diem. Meal receipts are not required for payment of M&IE.
2. M&IE rates are based on Federal GSA rates for the location where the traveler is lodging in the contiguous United States, Department of Defense rates for Alaska, Hawaii, and U.S. territories and possessions, and Department of State rates for foreign travel.
3. M&IE rates are reduced to 75% on travel days, defined as the day of departure from base point or residence and day of return to base point or residence.
4. M&IE is paid directly to an employee for overnight travel only.
5. Students that are not employees are eligible to receive M&IE for overnight and non-overnight travel. Students may receive M&IE directly or through a responsible employee, typically the employee approving the travel.
6. If meals are included with event registration and/or lodging, the M&IE amount shall be reduced for the meal(s) provided unless there is a reasonable circumstance documented as to why the traveler could not partake of the meal, such as when the food provided was not an adequate meal or the traveler's dietary needs could not be met.

E. Day Meals

1. Day meal reimbursement for non-overnight official employee travel in excess of 90 miles one way from the employee's base point, or residence if closer, is allowable. Day meals may be reimbursed for actual costs incurred for each meal up to a maximum of \$50 per day. Itemized receipts are required for reimbursement.
2. Day meal reimbursements are considered taxable benefits by the IRS and will be reported as taxable wages on the employee's Form W-2 and taxed quarterly by Payroll.

3. Pre-approval for Day Meals is required.

F. Business Meals

1. As provided in the University's Food and Beverage Policy, food and beverages may be provided at business functions that involve substantive and bona fide business discussions with an outside party. An itemized receipt along with a list of attendees and the business purpose of the meal is required for reimbursement.
2. For business meals, the allowable meal rate is determined by the Federal GSA rate for the meal location. Travelers may be reimbursed up to a 200% maximum of the Federal GSA rate, including associated taxes and reasonable tips, not to exceed 20%.
3. The per diem allowance applicable to the business meal must be excluded from the daily M&IE reimbursement to the traveler.

G. Airfare

To ensure accuracy, compliance, and traveler safety, all airfare must be booked through the University's designated Travel Management Company (TMC). Booking through other means is not permitted for the following reasons:

1. **Transparent and Accurate Pricing:** Online booking platforms often advertise the lowest possible fare, which may not reflect the actual cost of the desired flight. These initial prices can change as selections are made, with additional fees applied during the booking process. The TMC provides complete and transparent pricing upfront for available flight options.
2. **Access to Real-Time Availability and Rates:** The TMC utilizes real-time inventory and pricing, ensuring that all fares shown are current and available at the time of booking. In contrast, many online booking sites rely on delayed or cached data, which can result in outdated prices or unavailable seats.
3. **Compliance with Risk Management and Duty of Care Standards:** The University prohibits the use of low-cost carriers that do not meet institutional standards for safety, reliability, and service. The TMC ensures all bookings comply with the University's policies, while also supporting a consistent and quality travel experience for employees.

H. Additional Expenses

1. Other travel expenses that may be reimbursed with receipt include, but are not limited to:
 - a. Conference registration
 - b. Organization membership dues paid in conjunction with conference registration
 - c. Rail tickets

- d. Airline baggage fees reasonably necessary for the trip
 - e. Other expenses not listed are considered on a case-by-case basis
- 2. Other travel expenses that may be reimbursed without receipt when under \$75 include, but are not limited to:
 - a. Tolls and parking fees
 - b. Taxi and shuttle expenses, including Uber, Lyft, and other ride sharing services. Premium services offered by ride sharing companies are not reimbursable.
 - c. Airport parking, which should use the most economical and practical rate.
 - d. Miscellaneous business expenses not covered by M&IE may be reimbursed when reasonable, necessary, and documented.

I. International Travel

- 1. Employee international travel requires prior approval of the Division Head and University President.
- 2. International travel must comply with export control, research compliance, sanctions, cybersecurity, insurance, and duty-of-care requirements, as applicable.
- 3. Travelers planning to take University equipment or technology on international travel, whether for official University business or personal purposes, must complete the [Radford University International Travel and Temporary Export Certification Form](#) before the trip and contact the Research Integrity and Compliance Office and Information Security regarding other applicable guidelines.
- 4. International itineraries must be fully documented through Emburse so the University can provide appropriate support in the event of disruptions or emergencies.
- 5. All employees engaging in academic international travel that includes students must register their trip with the McGlothlin Center for Global Education and Engagement.

J. Travel Advances

- 1. In certain situations, the University may issue a travel advance prior to travel. Travel advances are approved through the Controller's Office and are primarily intended for international travel, student group travel, and travel that would create a documented financial hardship for the traveler.
- 2. Travel advances should be limited to situations where direct payment or another University payment mechanism is not practical.

3. Itemized receipts documenting all expenses must be submitted, and any remaining unused funds must be returned to the University within 30 calendar days after completion of the trip unless a shorter deadline is imposed by the Controller's Office.
4. Travelers with unresolved prior travel advances may be denied additional advances and unresolved amounts could be deducted from future pay.

K. Candidate Travel

1. Candidate travel must serve a legitimate recruitment purpose and be approved by the hiring department before costs are incurred.
2. Candidates are treated as non-employees for travel purposes.
3. Candidate travel must comply with this policy, the [University's Food and Beverage Policy](#), and the University's Candidate Travel Guidance. Where candidate travel procedures impose more specific requirements, those requirements govern candidate travel arrangements.
4. Candidate lodging should be arranged in commercial hotel accommodations or other University-approved professional lodging.
5. The University's preferred practice is to arrange and pay directly for candidate airfare, lodging, and other major travel expenses whenever feasible.
6. If airfare is to be booked by the candidate instead of the University, the Hiring Department must approve doing so in advance. The Hiring Department must also (a) provide the candidate with a copy of the University Travel Policy and the TMC's contact information, (b) notify the candidate that all University-funded airfare must be booked through the TMC, and (c) notify the candidate that reimbursements are subject to review and are not guaranteed.
7. Candidate travel practices must be applied equitably and consistently across similarly situated candidates for the same position.
8. Exceptions to candidate travel requirements must be reviewed by the Search Chair, coordinated with the Hiring Department, and approved in writing by the Controller's Office.

L. Additional Travel Information

1. The Controller's Office may publish additional procedures, forms, checklists, and job aids to support implementation of this policy.

6. Exclusions

There are no exclusions to this policy.

7. Appendices

Appendix A – Roles and Responsibilities

8. References

- A. Commonwealth of Virginia Accounting Policy and Procedures (CAPP) Manual, [Topics 20335](#) and [20336](#)
- B. [Federal General Services Administration \(GSA\) travel rates](#)
- C. [Department of Defense travel rates](#), for noncontiguous US per diem rates, as applicable
- D. [U.S. Department of State foreign per diem rates](#), as applicable
- E. [Radford University Food and Beverage Policy](#)
- F. Radford University Local Travel Stipend Policy
- G. [Radford University Candidate Travel Guidance](#)
- H. [Radford University Accounting Services Travel webpage](#)
- I. [Radford University International Travel and Temporary Export Certification Form](#)
- J. Radford University Controller's Exception and Pre-Approval Form, accessible through OneCampus
- K. [Radford University Data and System Classification Standard IT-PO-5102s](#)
- L. The Emburse User's Guide, located on the Controller's Office Training site within D2L
- M. Enterprise vehicle rentals, see the [Accounting Services webpage](#).

9. Interpretation

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

10. Approval and Revisions

The *Travel Policy* was developed and approved in October 2011 to implement and comply with the Commonwealth of Virginia's travel regulations contained in the Commonwealth of Virginia Accounting Policy and Procedures (CAPP) Manual, Topics 20335 and 20336.

The *Travel Policy* was revised for content according to the CAPP Manual in June 2013.

This version of the *University Travel Policy* was revised in accordance with the CAPP Manual's authorization for Level II Institutions of Higher Education to establish their own travel policies. The President's Cabinet reviewed and approved the *University Travel Policy* on December 14, 2023.

A minor revision was made to the policy to reflect the change to university contracted travel services on October 14, 2024.

Revisions were made to the policy to reflect the change to reflect related policies and guidelines that have been put into place as of May 31, 2026. Definitions have been expanded and guidance on candidate travel incorporated into the policy effective July 1, 2026. The revised policy was approved by the President's Cabinet on September 21, 2026. President Danilowicz signed the policy on October 26, 2026.

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.

Appendix A: Roles and Responsibilities

A. Traveler

The traveler is responsible for:

1. Understanding and complying with this policy and applicable procedures.
2. Obtaining required approvals before committing the University to travel-related costs.
3. Selecting the most economical and practical option that meets the business need, considering total cost, travel time, safety, accessibility, and business effectiveness.
4. Maintaining accurate, complete, and timely documentation.
5. Submitting expense reports and supporting materials within required timelines.
6. Certifying that all claimed expenses are true, accurate, business-related, and not otherwise reimbursed or paid by another source.

Use of a delegate does not relieve the traveler of responsibility for the accuracy, allowability, or completeness of travel submissions.

B. Travel Delegate

The travel delegate is responsible for:

1. Assisting the traveler with preparation and submission of approvals, bookings, and expense reports.
2. Ensuring supporting documentation is attached and complete.
3. Coordinating with the traveler to resolve missing or inaccurate information.

Use of a delegate does not relieve the traveler of responsibility for the accuracy, allowability, or completeness of travel submissions.

C. Approver

The approver is responsible for:

1. Reviewing travel requests for business purpose, necessity, reasonableness, and compliance.
2. Confirming funding availability and funding source allowability.
3. Approving or rejecting travel in advance when required.
4. Reviewing expense reports for completeness and compliance before final approval.
5. Ensuring that public funds are used prudently and consistently.

D. Department / Hiring Department

The department or hiring department is responsible for:

1. Ensuring travelers are informed of applicable travel requirements.
2. Coordinating direct billing or direct payment when feasible.
3. Maintaining supporting documentation for audit and record retention purposes.
4. Applying travel practices consistently across similarly situated travelers.
5. Completing pre-approval documentation for department-sponsored travel.
6. For candidate travel, coordinating with the TMC, arranging lodging and other logistics, communicating requirements to the candidate, collecting approved exception receipts within 10 business days, and submitting the expense report within 30 calendar days of travel.

E. Search Committee

For candidate travel, the Search Committee is responsible for:

1. Ensuring equitable and consistent application of travel practices across candidates for the same position.
2. Supporting scheduling, interview coordination, and candidate communications.
3. Participating in hosted candidate events in compliance with University meal and documentation requirements.
4. Avoiding commitments, benefits, or reimbursements not supported by University policy.

F. Search Chair

For candidate travel, the Search Chair is responsible for:

1. Serving as the primary liaison between the Search Committee and Hiring Department.
2. Coordinating oversight and compliance related to candidate travel activities.
3. Reviewing travel-related decisions and exception requests before submission to the Controller's Office.
4. Verifying completeness of required travel and hosted meal documentation.

G. Accounts Payable

Accounts Payable is responsible for:

1. Administering travel processing procedures and related operational guidance.
2. Reviewing travel expense reports and noncompliant submissions for documentation sufficiency and procedural compliance.

3. Processing approved travel advances, direct payments, direct bills, and reimbursements in accordance with this policy.
4. Issuing system instructions, forms, training materials, and job aids related to travel processing.
5. Monitoring travel documentation for completeness, consistency, and audit readiness.

H. Controller's Office

The Controller's Office is responsible for:

1. Interpreting and administering this policy and related procedures.
2. Reviewing and approving designated policy exceptions and travel advances.
3. Establishing and maintaining University travel forms, guidance, and policy interpretation resources.
4. Monitoring policy compliance, internal controls, and audit readiness.

I. Sponsored Programs / Other Compliance Offices

Sponsored Programs, Research Compliance, Risk Management, and other specialized compliance offices are responsible for reviewing travel matters within their authority, including allowability of sponsored expenditures, export control, sanctions, insurance, and international travel compliance.