

### 9.13 TRAVEL EXPENSES

Temple University maintains a travel expense policy to reimburse employees for university-related expenses. Please see the most recent Travel Expense Policy on the Temple University Web site at [www.temple.edu/controller/travel](http://www.temple.edu/controller/travel).

All University personnel are required to abide by the Temple University Travel and Business Related Expense Policy and Procedures. These policies and procedures have been prepared as a guide to identify legitimate travel and business-related expenses incurred in carrying out necessary, authorized business of the University including grant supported work and activities. This policy covers expenditures for all University, unrestricted, restricted and designated funds. In certain cases, contracts and/or grants may have more restrictive policies towards travel and business related expenditures. In these cases, *the more restrictive policies will prevail*.

In compliance with the Temple University Travel and Business Related Expense Policy and Procedures, all expenditures of University funds for travel and business related expenses must have *prior approval* by the pertinent Dean or Budget Unit Head. It is the traveling individual's responsibility to assure that this prior approval is obtained. Failure to obtain the requisite approval may result in disciplinary action up to and including termination.

An employee requesting accommodation or assistance in traveling because of a disability must contact his/her immediate supervisor Dean or Budget Unit Head to determine reasonable and necessary accommodations prior to making any travel plans. Specific information regarding proposed travel details, determination of hours of care necessary per day, type of care required (personal attendant care/community access care), among other information, will be provided to assess the viability and practicality of the request. These issues will be assessed for each travel request and will be determined on a case-by-case basis.