

USF Institute of Applied Engineering (IAE)

Policy Number: 500-01	Supersedes: New
Approval: USF IAE BOD 11/6/2018	Subject: Travel Policy
Effective date: 11/6/2018	

I. PURPOSE

This Policy addresses what funding may be used to fund IAE business travel along with the process and guidelines that IAE will use to authorize travel and pay expenses

II. POLICY

- A. Pursuant to USF Regulation 13.002, Direct Support Organizations and Health Services Support Organizations, and referenced statute 1004.28, IAE may not use state funds for travel expenses.
- B. IAE shall follow the “USF Travel Manual – Archivum” (dated January 2018, found at <https://www.usf.edu/business-finance/controller/payment-services/travel.aspx>, and pursuant to Florida Statute 112.061) to administer IAE travel authorization and expense payment. If IAE decides to administer travel through another system, it will update this policy accordingly.

Distribution:

- 1. IAE Board of Directors
- 2. Staff

Policy Owner: This policy was developed by the IAE Executive Director. Any questions regarding this policy should be directed to 813-974-6557.