



Policy Directory

Responsible Division: Finance and Administrative Services

Responsible Office: Financial Services/Travel

Issue/Revision Date: 12/01/2017

Emergency Travel

Policy:

When emergency travel is required and the employee is unable to obtain advance approval of the trip, a written detailed explanation must be provided before reimbursement can be made. This statement should include the conditions which made the trip an emergency, the reason that prior approval was not obtained, and the signature of the employee along with the date. The employee must obtain approval from the appropriate department.