University of the Virgin Islands

To: University Community

From: Purchasing Office

Subject: University Employee and Student Travel Policy

Date: August 3, 2006

This is to remind you of the University policy required to successfully complete travel arrangements for employees (including faculty) and students.

1. All employees and students shall have a Travel Authorization signed by the Traveler, the Department Head and the Component Head.

2. **A Travel Authorization is valid only when signed by all three persons**.

3. **The Accounting Office must approve the Travel Authorization before it is considered complete.**

4. The Purchasing Office **will not issue** a Purchase Order for an airline ticket for off-island travel if the Travel Authorization is incomplete regardless of pricing consequences. Additionally, the Accounting Office must approve purchase requisitions before the Purchasing Office will issue a purchase order.

5. The Purchasing Office **will not issue** inter-island tickets for employees or students if the Travel Authorization is incomplete.

6. Requests for inter-island tickets should be submitted no less than three (3) days in advance of the travel date. Purchase requisitions for off-island airline tickets should be submitted no less than 10 days in advance of the travel date.
7. Questions about travel expense reimbursements and Travel Voucher policy should be directed to the Accounting Office at x1430.

8. The university does not permit first class travel. If an employee wants to travel first class, the employee must pay the additional cost of the associated with the upgrade.

If you have other questions about this matter please contact the Purchasing Office at x1480. Thank you in advance for your cooperation.