

# MEMORANDUM

**TO:** Animal and Food Sciences Faculty, Staff, and Graduate Students

**FROM:** Richard Coffey   
Chair, Animal and Food Sciences

**DATE:** September 19, 2016

**RE:** Policy for In-State and Out-of-State Travel

Faculty, staff, and graduate students frequently travel both in-state and out-of-state for a variety of departmental business related purposes. These business trips may or may not involve the traveler claiming reimbursement of expenses with departmental, grant, or gift funds. The following policies will govern departmental personnel (faculty, staff, graduate students, or others) traveling for department business purposes.

1. All business-related travel (whether in-state or out-of-state) **must be entered** as Official Professional Leave/Travel in the MyUK Employee Self-Services Portal.
2. All out-of-state travel requires preapproval from the Department Chair, regardless of whether travel expenses will be claimed or not. **Prior to out-of-state travel**, the traveler must complete the Departmental Pre-Travel Form and submit to the Administrative Support Associate (Kevin Hagan) that provides travel support for the department.
3. The Departmental Pre-Travel Form must be completed and submitted to the Administrative Support Associate (Kevin Hagan) that provides travel support for the department **in advance** of any in-state or out-of-state travel for which the traveler will be claiming reimbursable expenses for anything beyond vehicle mileage.
4. To ensure coverage under UK's international insurance plan, travelers who will be traveling for university-related activities outside the United States (including the U.S. territories) should register their trip with UK International Health, Safety and Security Office **at least one (1) week in advance of their trip** at <https://ihss.uky.edu>.
5. Due to the numerous checks and balances involved with reimbursement of travel-related expenses, all lodging, airfare, ground transportation, registration fees and other travel-related reimbursable expenses that will be purchased with a Procurement Card are preapproved.

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