

MEMORANDUM

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

FROM: Richard Coffey
Chair, Animal and Food Sciences



DATE: September 23, 2019

RE: Policy for Business-Related 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 out-of-state business-related travel (even if just a day trip) AND all business-related travel that will involve an overnight stay (whether in-state or out-of-state) **must be entered** as Official Professional Leave/Travel in the MyUK Employee Self-Services Portal.
2. All official business-related travel with an overnight stay requires preapproval from the traveler's supervisor, regardless of whether travel expenses will be claimed or not. **At least 5 business days prior to official travel with an overnight stay**, the traveler must complete the Departmental Pre-Travel Form and submit to their supervisor for preapproval (also send a copy to afsbusiness@uky.edu). This includes travel that is in-state, out-of-state, and international in scope that includes an overnight stay. The supervisor should send the signed Departmental Pre-Travel Form to afsbusiness@uky.edu.
3. If a Procurement Card will be used to pay any travel expenses over \$500 (i.e., lodging, airfare, registration, etc.), the Departmental Pre-Travel Form must be submitted and preapproved prior to making the Procurement Card purchase.
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) **MUST** register their trip with UK International Health, Safety and Security Office **at least one (1) week in advance of their trip**. Faculty and staff can register at <http://international.uky.edu/IHSS/RegistryFaculty>, and students can register at <http://international.uky.edu/IHSS/RegistryStudents>.

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