



<b>Title:</b> <b>University Travel Policy</b>	<b>Policy Category:</b> <b>Financial</b>
<b>Issuing Authority:</b> <b>Administration &amp; Finance</b>	<b>Responsibility:</b> <b>Procurement Office</b>
<b>Publication Date:</b> <b>11/14/2022</b>	<b>Next Review Date:</b> <b>11/14/2025</b>

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

### **Policy Statement/Background:**

None

### **Policy:**

- Subject to the availability of funds, the University reimburses for travel only if required for official campus business.
- Funds will not be used to reimburse for travel when benefits are primarily personal.
- All exceptions to the per diem rates for lodging require approval of the Associate Vice President of Procurement or designee.
- Activities that constitute official travel include, but are not limited to, the following:
  - Travel by faculty, staff and students at the invitation of the Chancellor or other SUNY officials, the Board of Trustees, etc., on official university business.
  - Travel by others at the request of University officials on official university business.
  - Meal and lodging expenses will be reimbursed at the per diem rates only.

### **Definitions:**

None

**Contact:**

Additional information about this policy is available here:

**Procurement Office**

Research and Development Park, Building 17  
Stony Brook, NY 11794-6000  
(631) 632-6010

**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Stony Brook Procurement, Travel & Card Programs Website](#)
- [NYS Travel Information](#)