



School of Public Health School-Wide Units Travel Policy

Purpose: This policy outlines the process and guidelines for employees within SPH school-wide units to seek approval for travel, ensure compliance with institutional requirements, and manage associated financial responsibilities effectively.

SCOPE

This policy applies to all employees of SPH school-wide units who plan to travel for work-related purposes, including conferences, training, research, or other official business. This policy does not apply to business mileage reimbursement for travel to an offsite location.

TRAVEL APPROVAL PROCESS

Pre-Travel Authorization: All travel must be pre-approved by the relevant supervisor or unit head. The steps for obtaining approval are as follows:

- Complete a Travel Request Form (available on the SPH intranet/link).
- Provide the following information in the form:
 - Purpose of the trip.
 - Destination(s).
 - Proposed itinerary.
 - Estimated costs (including transportation, accommodation, meals, and incidentals).
 - Funding source(s).
 - Attach relevant information related to the travel (flyer, program, announcement, invitation).
- Employee, supervisor (or unit head), and SPH dean or dean's designee sign the form.

Submission Deadline: Submit the Travel Request Form at least 30 days prior to the proposed travel date. For international travel, submit the form at least 60 days in advance. Forms should be sent to sphdean@umn.edu for dean/designee approval.

Supervisor Review: The supervisor or unit head will review the request for:

- Alignment with institutional goals.
- Budget availability.
- Compliance with University and SPH travel policies.

Approval Notification: The employee will receive a written notification of approval or denial within seven business days of submission. If approved, the notification will include any specific conditions or requirements.

FINANCIAL INFORMATION

Reimbursable Expenses: Employees may be reimbursed for reasonable and necessary travel expenses, including:

- Airfare (economy class unless otherwise authorized).
- Ground transportation (e.g., taxis, ride-shares, rental cars).
- Accommodation (standard single occupancy).
- Meals and incidentals (within per diem limits).

Non-Reimbursable Expenses: Expenses that are not reimbursable include, but are not limited to:

- Personal entertainment.
- Alcoholic beverages.

- Costs incurred for non-business-related activities.

Reimbursement Process: Employees may use a University Travel Card to pay for allowable expenses or employees may pay out of pocket and then must submit a reimbursement request in Chrome River within 60 days from when expense was incurred. The reimbursement request should include:

- Itemized receipts for all expenses except meals, which are reimbursed on a per diem basis.
- A copy of the Travel Approval Notification.
- Any additional documentation requested by the finance office.

Budget Constraints: Travel funding is subject to budget availability. Employees should verify the availability of funds with their supervisor or department administrator before incurring expenses.

It is recommended that employees take advantage of “early bird” registration fees and early flight registration to reduce costs, whenever possible.

COMPLIANCE

Adherence to Policy: Employees are responsible for adhering to this policy and ensuring that all travel arrangements and expenses comply with SPH guidelines.

Audits: The finance office may audit travel expenses and documentation to ensure compliance. Non-compliance may result in denial of reimbursement and/or disciplinary action.

Effective Date: July 1, 2025

Related University Policy: [Traveling on University Business](#)

CONTACT INFORMATION

SPH Dean's Office

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