



**CVM
Policies and
Procedures
Handbook**

Subject: *Travel Procedures*

Section: *Business Office*

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Replaces Policy Dated: *06/03/85; 10/10/96; 03/17/11*
To Be Reviewed Yearly by: *CVM Committee on Policies
and Procedures*

Source:

Cross Reference: *MSU OP 62.01*

Travel Procedures

College of Veterinary Medicine

REFER TO MSU POLICY AND PROCEDURE OP 62.01: Travel Operating Policy

TRAVEL REQUESTS

- Permission to travel on University business must be obtained and approved before a trip is undertaken. The original should be sent to CVM Accounting when completed.
- For CVM procedures, contact the travel person in your office or the CVM Accounting Office.

Approved: _____

Kent H. Hoblet

Kent H. Hoblet, Dean

9-22-2016

Date