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Approved by **Sergei Y. Tolmachev, Director**
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This policy specifies travel requirements that are intended to maintain and ensure appropriate fiscal control of the USTUR grant funds.

Prior approval

All USTUR-funded or unfunded USTUR-related travel must be preapproved by the Director. Preapproval will be sought at an early opportunity, preferably at least three weeks prior to the departure date, by submitting the 'Travel Request Form' (F701a) to the USTUR secretary. The traveler must have prior approval to be reimbursed for travel expenses.

The F701a will be used to complete the 'Travel Authority' form, which is required by WSU for preapproval from the Dean of the College of Pharmacy.

Upon Return from Travel

Upon return from travel, the traveler must complete the 'Travel Expense Form' (F701b) and returned it to the secretary along with appropriate receipts (hotel, ground transport, etc.). Meal receipts are not required. A per diem allowance is provided for all purchased meals

that were not already provided through the conference/meeting.

The F701b will be used to complete the 'Travel Expense Voucher' form, which is required by WSU for reimbursement of travel expenses.

WSU travel policy

Travel must comply with WSU's Business Policy and Procedures Manual (BPPM), Travel §95.00-95.37. WSU's BPPM requires submission and approval of WSU's official 'Travel Authority' (TA) form prior to departure; this is required for all travel. WSU's TA is in addition to, and does not replace, the USTUR F701a 'Travel Request Form.' To claim reimbursement for travel expenses, WSU's 'Travel Expense Voucher' (TEV) must be submitted by the tenth day of the month after conclusion of travel.

For more information on WSU's travel policies and procedures, visit:

http://public.wsu.edu/~forms/HTML/BPPM/95_Travel/95.00_Contents.htm