**Travel Procedures for CAUS Personnel**

The College of Architecture & Urban Studies requires that all travelers complete the college travel authorization (TA) form before a trip. TAs must be approved 30 days prior to the trip departure date. The college will not process travel reimbursements without an approved TA on file.

Individuals traveling on official University business are reimbursed only for reasonable and necessary expenses incurred. Travelers are expected to exercise prudent judgment when making travel arrangements and associated expenditures. Travel expense accounts are open to the public and must be able to sustain the test of public review.

Travel expenses covered by the Virginia Tech Foundation (VTF) should also be reasonable and necessary. VTF payments are not guaranteed, and can be disapproved at the discretion of senior management.

Expenses related to business meals and refreshments must be accompanied by a list of attendees and business purpose to justify the event. Reimbursement for alcohol is not permissible VT funds.

**Procedures**

1. In an effort to save fiscal resources, conduct meetings via Skype, WebEx or the like as often as possible.
2. If travel is necessary, complete the CAUS Travel Authorization form and list the business purpose for the trip. An authorized approver must sign the TA. TA’s are given to the school travel representative for processing.
   1. An authorized approver for each fund used must initial next to the fund they are approving listed on the TA.
3. Area business offices should make all possible reservations (flights, fleet services, registrations) through Hokie Mart unless an alternative is more cost effective.
4. Travelers are responsible for making their own hotel accommodations as well as their own meals and incidental expenses prior to seeking reimbursement.
5. Travelers are expected to turn in all receipts within five (5) business days of the trip return date. Receipts should be submitted with the college travel reimbursement form.
   1. Tape down receipts on 8 ½ x 11 paper in date order. Tape should not cover the receipt ink, as it will dull the visibility of the receipt.
   2. Do not write on original receipts, make necessary notes on the 8 ½ x 11.
6. Travelers should approve their TA/TR in the university TEM system promptly for accuracy.