



Travel Policies

To enhance the professional growth and development of faculty and staff, the University provides travel funds for attending meetings of state, regional, and national organizations. These funds must be spent in accordance with the rules and regulations presented in the Division of Administration, State of Louisiana, Policy and Procedure Memorandum No. 49, located on the Louisiana Office of State Travel web site at <http://www.doa.la.gov/Pages/osp/travel/travelPolicy.aspx>. Copies of the policy are available from the Controller and department heads, and on Controller web site: <http://www.poutheastern.edu/admin/controller/facultystaff/travel/index.html>.

Travel must be approved in advance by the employee's department head, dean, and the appropriate vice presidents, including the Vice President for Administration and Finance. Faculty members must make arrangements for all classes missed.

