

# Faculty Official Representation

## AA\_AO\_FC\_43

Responsible Officer  
Sandeep Gopalan  
Responsible Office  
Academic Affairs  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
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### **Policy Statement**

While most Faculty members may not be required to travel extensively to represent the University, it is expected that academic or related travel may become necessary occasionally.

### **Policy Procedures**

Prior approval of travel expenses for engagements shall be made by the appropriate supervisor on appropriate forms secured from the Business Office.

The faculty member will be reimbursed for the use of his/her personal automobile. The rate paid for the use of a private car is determined by the business office, which is normally the same as the federal government rate.

Any Faculty member should be available to represent the University, providing two weeks' notice is given him/her.