

# Admissions Travel Policies

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Responsible Officer

Sandeep Gopalan

Responsible Office

Enrollment Services

Approving Body

Board of Trustees

Approval Date

2019-01

Last Revision

2019-01

Re-evaluation Date

2020

Departmental Impact

Enrollment Services

### Policy Statement

Enrollment Services will travel for recruitment while making the most cost effective arrangements for the university.

### Policy Procedures

- Enrollment services will use the school vehicle for travel when it is available and appropriate
- If the school vehicle is not available or appropriate for the trip, then enrollment services will use a rental car through our partnership with Enterprise
- If determining whether to use a personal vehicle or a rental, enrollment staff should use the enrollment calculator to determine the most cost effective arrangement for the university.
- When travelling, enrollment services staff will generally follow a per diem of approximately \$40 per day or less.
- When travelling, enrollment services staff will book hotels within a reasonable distance of the event and approximately \$125 per night, if possible.