

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
Policy 6.2.16	Packaged Travel Arrangements	Responsibility:	Assistant Vice President for Business Affairs

PACKAGED TRAVEL ARRANGEMENTS

Policy

Reimbursement of travel expenses that are part of a “packaged” arrangement is based upon whether the packaged arrangement is mandatory.

Mandatory Packaged Registration Fees

Expenses that are included with a registration fee are considered part of the registration only if the expenses are mandatory. For example, meals and lodging which are included in the quoted registration fee and there are no other options available do not need to be separately stated on the [Travel Voucher](#).

Non-Mandatory Packaged Travel

The [Travel Voucher](#) must separately state the cost of each type of travel arrangement included in the package (including meals, lodging, transportation, registration, and/or incidentals). The travel rules based on the fund type charged must still be followed. Itemized receipts are required.
