Travel Expenses and Reimbursements

Policy Statement

Adelphi University funds may be used for ordinary, reasonable, and necessary business-related travel expenses approved and incurred in furtherance of the university’s missions.

Reason for Policy

The university supports appropriate and legal uses of Adelphi funds for travel in furtherance of the university’s mission. The university receives, from a variety of sources, funds that carry with them fiduciary responsibilities. Inherent in these responsibilities is the requirement to operate the institution under guidance set forth by the Board of Trustees, to follow Generally Accepted Accounting Principles (GAAP), and to comply with all applicable federal, state, local, and sponsor rules and regulations.

Who is Governed by this Policy

Students, Faculty and Staff

Policy

Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures

This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

Check Requisition Form
Check Advance Requisition Form
Athletic Travel Advance Request Form
Travel/Cash Advance Release Form
Travel Expense Report
Purchase Order Requisition Form
Travel Approval Form

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.
Policy Owner

Name: Robert DeCarlo, CFO
Office: Finance Office
Phone Number: (516) 877-3184

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert DeCarlo</td>
<td>516-877-3184</td>
<td><a href="mailto:decarlo@adelphi.edu">decarlo@adelphi.edu</a></td>
</tr>
<tr>
<td>Paul Nelson</td>
<td>516-877-3191</td>
<td><a href="mailto:nelson2@adelphi.edu">nelson2@adelphi.edu</a></td>
</tr>
<tr>
<td>Denise Eldridge</td>
<td>516-877-3199</td>
<td><a href="mailto:thweatt@adelphi.edu">thweatt@adelphi.edu</a></td>
</tr>
<tr>
<td>Daniel Pelliccia</td>
<td>516-877-3198</td>
<td><a href="mailto:dpelliccia@adelphi.edu">dpelliccia@adelphi.edu</a></td>
</tr>
</tbody>
</table>

Document History

- Last Reviewed Date: 10/13/17
- Last Revised Date: 10/13/17
- Policy Origination Date: Not known

Who Approved This Policy

- Robert DeCarlo
- Michael J. McLeod

Tags

Financial Affairs, Students, Faculty, Staff