

## I. NAME

This document shall be called the Travel Policy.

## II. PURPOSE

This policy is, and will be in effect for University Student Union employees and representatives to insure that all those who travel follow proper guidelines and procedures for cost efficiency and control.

## III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval by a 2/3 vote of the Student Union Board of Directors (BOD).

## IV. AMENDMENTS

This policy may be amended by a 2/3 vote of the Student Union Board of Directors (BOD).

## V. POLICY

The University Student Union conforms to all policies and procedures set forth in the Auxiliary and Business Services (ABS) Travel Policy and uses the guidelines established in Executive Order No. 590 and any Executive Order that may succeed/or replace No. 590.

A copy of the Auxiliary and Business Services (ABS) Travel Policy and Executive Order No. 590 in its entirety is attached.

Approved BOD: 12/5/01