

## **BP 1.11 Travel, Transportation, and Allowance**

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### ***Legal Authority***

***Approvals***            *08/13/92*  
***Revision***

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### **Policy**

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for unauthorized costs and any additional expense incurred for personal preference or convenience.