

## **TRAVEL POLICIES AND PROCEDURES**

For Travel Policies and Procedures, please refer to the Finance website under the Grants and Restricted Funds section at the following URL:

[http://www.mssm.edu/finance/grant\\_restricted\\_funds/policies.shtml](http://www.mssm.edu/finance/grant_restricted_funds/policies.shtml)

The third policy down (*Institutional Travel Policy*) contains the documentation relating to travel expenses. This policy applies to all funds for the entire institution, inclusive of funds controlled by:

- General Accounting;
- FPA Accounting; and
- Sponsored Projects Accounting.