



**RESOLUTION TO MODIFY  
TRAVEL ON BEHALF OF THE UNIVERSITY POLICY,  
3356-3-05**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
September 19, 2024  
YR 2025-04**

**3356-3-05      Travel on behalf of the university.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1994; December 2004; December 2009;  
September 2014; September 2019;  
September 2024  
Board Committee: Finance and Facilities  
**Effective Date: September 20, 2024**  
Next Review: 2029

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- (A) Policy statement. The board of trustees authorizes the office of finance and administration to establish university travel guidelines for the expenditure of university funds for travel expenses incurred during the performance of official university business.
- (B) Purpose. The purpose of the university travel guidelines is to facilitate official university travel by university faculty, staff, students, candidates, and other nonemployees at the lowest practical and reasonable cost and by the most expedient means.
- (C) Parameters.
  - (1) Official university travel is travel in furtherance of assignment and consistent with the mission of the university; travel from place of residence to work is not.
  - (2) Allowable travel expenses include all ordinary and necessary expenses incurred in furtherance of assignment consistent with the mission of the university.
  - (3) With appropriate approval, allowable expenses may be reimbursed for those individuals representing the university on official business.
  - (4) Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.

- (5) Information regarding university travel is available in written and electronic form on the YSU website.