Policy 2.2: Department Travel Documentation Policy

- 2.2a Conference agendas or travel itineraries must be attached to the travel authorization (TA) and travel reimbursement (TR) if the traveler is being reimbursed for more than just mileage.
- 2.2b Mileage logs including business purpose for each destination must be attached to all TR(s) requesting mileage reimbursement.