Regulations Pertaining to University Sponsored Travel

- The maximum amount allowed will be that approved through the “Request for Permission for Absence from Bethlehem University” form.
- A breakdown of expenses must be pre-approved by the Financial Vice President or his delegate before commencing travel.
- Local travel is defined as travel to and from the airport, or the crossing point with Jordan. Public transportation is recommended. If that proves to be difficult, consult with the Purchasing Manager who would recommend the private companies the university deals with. In all instances, official receipts must be presented.
- Airline tickets must be purchased through the Purchasing Manager.
- Approved conference registration expenses will be covered provided official documentation and official receipt are presented.
- Reasonable accommodation, meals, and transportation costs will be covered upon presentation of official receipts. There is no set per diem.
- A complete expense report must be submitted to the finance office within one week of your return, accompanied by all official invoices.
- The finance office reserves the right to decline any reimbursement for expenses not pre-approved, and/or not supported by official invoices.
- A maximum of 75% of the approved amount (excluding the airline ticket) maybe requested as an advance payment.
- The balance of 25% can be claimed after return and upon presentation of a satisfactory expense report and official receipts.
- Failure to submit the expense report and supporting documentation including official receipts would necessitate a reimbursement to the university of any advance payment received.
- Please use the standard Travel Expense Claim Form available on the finance office web site (BU Intranet / Administration / Finance Office / Grants Comptroller).