

AXE LIBRARY GUIDELINES

Axe Library Travel Guidelines

The travel budget for in-state travel will be determined each year as part of the library's OOE budget. The out-of-state travel budget results from the PSU/KNEA Agreement and is administered in Axe Library by the Dean of Learning Resources.

One may apply for reimbursable travel expenses for in-state and out-of-state travel. a "Request for Out-of-State Travel" form must be submitted to the Dean's Office no later than three weeks before the first date of travel. Receipts must be provided for all items to be reimbursed except meals and automobile expenses. In cases where a private car is used to attend meetings, each occupant will share in the mileage expense. A state car may be used only with the permission of the Dean of Learning Resources.

Out-of-state travel funds not encumbered by the date stated in the PSU/KNEA Agreement will revert to the Office of Academic Affairs to be dispensed as provided by the Agreement.