

ARTICLE \_\_\_  
TRAVEL

**Section 1.** Unless otherwise restricted by provisions of a grant, the University shall directly pay preferred providers in advance for all authorized and approved lodging and transportation expenses, as well as directly paying for authorized and approved conference registration fees. If expenses cannot be pre-paid because of the restrictions of a grant, the University shall pre-pay the expenses from another fund. In addition, GWs shall receive pre-paid daily meal allowances which shall be at least the Per Diem Rate determined by the United States Internal Revenue Service (IRS).

**Section 2.** Any expenses that cannot be pre-paid will be reimbursed within the next pay period after submission.