

ARTICLE \_\_  
TRAVEL

**Section 1.** Unless otherwise restricted by provisions of a grant, the University shall directly pay preferred providers in advance, **when this pre-payment is an option with these providers,** 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). 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 authorized and approved expenses that cannot be pre-paid will be reimbursed within the next pay period after submission. in accordance with WPI travel policy, as such policy may be changed from time to time. ~~within the next pay period after submission.~~