Travel Policy: Senior Staff Travelling Together

**Introduction**
This policy addresses the limitations for Senior Staff Travelling together due to the remote potential of a serious accident occurring during travel and the related impact on the Universities leadership.

The purpose of the Travel Policies are to provide clear policies and procedures that are compliant with state and federal regulations, promote safe travel, and allow for reasonable and manageable travel expenses while maintaining the necessary controls and accountability.

Additional Travel Policies for the various components of travel can be found in the Related Policies section below.

**Policy Statement**
Senior and key administrative staff members are encouraged to avoid traveling by air with colleagues.

- Under no circumstances will more than two senior and key staff be permitted to travel together.
- Vice Presidents and Deans with overlapping responsibilities should avoid group travel.
- The President, Provost, and Executive Vice President for Finance and Administration are prohibited from traveling together on the same airplane and are discouraged from traveling together by other modes of transportation.

**Definitions**
**Senior Staff:** Members of the President’s Cabinet

**Key Staff:** Direct reports to members of the President’s Cabinet

Related Policies
- [Travel Policy: Air Travel](#)
- [Business Meals & Hospitality](#)
- [Travel Policy: Ground Transportation](#)
- [Travel Policy: Lodging](#)
- [Travel Policy: Miscellaneous Expenses](#)
- [Travel Policy: Travel and Business Meals](#)
- [Travel Policy: Traveler and Approver Responsibilities](#)
- [Visitor Travel Reimbursement](#)

Related Information
- [American Express Corporate Card](#)

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