

Furman University Travel Regulations

The following guidelines have been promulgated to assist those who travel on Furman's behalf.

- **Airline reservations may be made using Carlson Wagonlit Travel (864/255-4699, x-269, Ben Seabrook or 800/743-3666) or public internet sites. Airline travel in the continental US costing more than \$600 round trip should be discussed with the Furman Department coordinating the visit prior to booking a reservation.**
- **Travel by personal automobile will be reimbursed at 46.5 cents per mile**
- **Negotiated rates have been established with many local Greenville hotels. These preferred properties should be used by all guests. Information is available on the Furman Travel Website (www.furman.edu/travel). When making reservations, please identify yourself as a guest of Furman University.**
- **Entertainment and meal expenses should be directly related to the conduct of business. Room service meals are discouraged except for special circumstances related to time of arrival or departure. Charges for in-room movies are not reimbursable.**
- **Itemized receipts are required for all charges over \$50. The business purpose of the expense should be clearly stated within the reimbursement request.**
- **Requests for reimbursement should be coordinated through the University department hosting the guest's visit.**