

# University Sponsored Travel

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*Updated June 2017*

It is critical that appropriate approval be obtained and documentation be kept for all University-sponsored off-campus travel involving groups of students, faculty, staff or others with an association to the University.

A Travel Program Policies and Procedures document is available on myMount and through the office of the Provost. It is the responsibility of the faculty and/or staff member responsible for each trip to complete the required forms and obtain approval from various University offices.