
TIMEKEEPING, HOURS AND PAYROLL

BUSINESS EXPENSES

SWOSU maintains the practice to reimburse employees for authorized and reasonable out-of-pocket expenses incurred on SWOSU business or in justifiable pursuit of SWOSU's objectives. Reimbursement is based on actual expenses incurred, subject to the limitations established by SWOSU's travel policy, the State Travel Reimbursement Act and University budget. For additional information pertaining to the travel policy, employees should contact his/her supervisor or the Travel Clerk in the Business Office.