

TIMEKEEPING AND PAYROLL

BUSINESS EXPENSES

It is the policy of Southwestern to reimburse employees for authorized and reasonable out-of pocket expenses incurred on University business or in justifiable pursuit of the University's educational objectives. Reimbursement is based on actual expenses incurred, subject to the limitations established by the University's travel policy and the State Travel Reimbursement Act. For additional information pertaining to the travel policy or state law consult your supervisor or the Travel Clerk located in the Business Office.