

**ព្រឹត្តិកម្មសាកលវិទ្យាល័យព្រះសីហមុនីរាជ**

Date: ...01<sup>st</sup> September 2025.....

**Travel and Subsistence Policy**

**Purpose:**

To regulate University-funded travel and ensure responsible use of institutional funds.

**Policy Statement:**

PSBU supports travel that contributes to academic, research, or professional development objectives while ensuring accountability and cost efficiency.

**Procedures:**

- Travel must be approved in advance by the relevant Dean or Director.
- Reimbursement claims require original receipts and must follow approved rates.
- International travel must be reported to the International Relations Office for record-keeping.

**Review:**

Reviewed annually by the Finance Office.

Next review date: 20<sup>th</sup> August 2028