
4. TYPES OF TRAVEL

6. OVERALL RESPONSIBILITY

Responsible Party	List of Responsibilities
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Office of Human Resources	1. Monitor implementation and compliance with this Policy.
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7. POLICY ENFORCEMENT

Enforcement	This policy will be reviewed periodically and may be amended as necessary to ensure continued compliance with labor regulations and to address the needs of the University and its employees. The Office of Finance will monitor overtime monthly to ensure advance approval. The Office of Human Resources will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
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Reporting Violations	Report suspected violations of this Policy to the Office of Human Resources at hrdept@udallas.edu.
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8. RELATED DOCUMENTS

Policy or Document	Web Address
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Employee Handbook	
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