

Download Hotel Procedures Manual

The following travel procedures are standard within RIT. As a general rule, all RIT business travelers or travel arrangers will book air fare and reserve hotel, rail, and car rentals through one of RIT's designated travel agencies. Hotel accounting procedures help a firm in the hospitality industry prepare accurate financial statements that conform to regulations and accounting principles. These regulations include international financial reporting standards (IFRS) and U.S. generally accepted accounting principles (GAAP). They also relate to ...6 . INTRODUCTION Travel policies and procedures at East Carolina University (ECU, or University) require compliance with State policy, State law, and Federal law. For purposes of travel reimbursement, MSU business travel begins and ends at business travelers' main place of business. A main place of business is defined by the United States Internal Revenue Service as the location where the majority of work takes place or business is conducted.