

# Policy Change Log - August 2019

## Major Edits

Major edits include anything that alters the purpose or effect of the document.

Title	Link
1501 - Policy on Business Travel	<a href="https://unc.policystat.com/policy_search/reference/?terms=65256&amp;search_query=">https://unc.policystat.com/policy_search/reference/?terms=65256&amp;search_query=</a>
1502 - Policy on Allowable Travel Expenses, Lodging, and Per Diem Rates	
1502.1 - Procedure on Excess Lodging Justification, Third-Party Lodging, and Group Travel	
1503 - Policy on Travel Advances and Reimbursements	
1503.1 - Procedure for Travel Advances and Reimbursements	
1504 - Policy on Transportation Expenses Including Mileage Rates	
1504.1 - Procedure for Multiple-Day Trips	
1504.2 - Procedure for Purchasing an Airfare Ticket	
1505 - Policy on Business Travel Card Program	
1505.1 - Procedure on Applying for a Diners Club Card	
Finance Form 1502.1.1f - Excess Lodging Justification	
Finance Form 1502.1.2f - Non-Hotel Lodging Authorization Request	
Finance Form 1502.1.3f - Group Travel Request Form	
Finance Form 1503.1.1f - Senior University Administrator Travel and Reimbursement Authorization	
Finance Form 1503.1.2f - Student Non-Employee Travel Agreement	
Finance Form 1505.1.1f - Diners Club Application	

In conjunction with the Operational Excellence initiative, travel policies were reviewed and combined by subject matter. This has removed duplications and provides greater clarity when searching for a specific subject. We are also proposing to renumber the travel policies rather than recycling numbers within the existing policies. It was agreed that this will help to effectively rebrand the policies and allow for easier transition for campus and central office, which supports campus.

Policy 1501 combines content previously found in policies 1301 and 1303. Policy 1502 combines content previously found in policies 1302, 1305, and 1308. Mileage from old policies is moved to 1504. Policy 1503 combines content previously found in policies 1304 and procedure 1308.1. It also eliminates 1308.1rd and 1308.1.1rd reference documents. Policy 1504 series combines content previously found in policies 1310 and procedure 1304.2. Policy 1505 and the related procedures and forms replace policy 1307 and its procedures/forms.

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Title	Link
Facilities Use Policy	<a href="https://unc.policystat.com/policy/6670196/latest/">https://unc.policystat.com/policy/6670196/latest/</a>
Facilities Use Standard	<a href="https://unc.policystat.com/policy/6671170/latest/">https://unc.policystat.com/policy/6671170/latest/</a>
<ul style="list-style-type: none"> <li>• Updates the list of entities on campus that reserve their own space to include Campus Recreation, which has jurisdiction over many fields and gym facilities</li> <li>• Clarifies that structures include memorials and floral displays</li> <li>• Clarifies that the amplified sound restrictions apply across campus, not just at the Carolina Union controlled spaces</li> <li>• Clarifies that overnight structures are permitted only in the Pit, cannot be left out for more than 8 days and must be approved by the Carolina Union</li> </ul>	
Alcohol Policy	<a href="https://unc.policystat.com/policy/6687975/latest/">https://unc.policystat.com/policy/6687975/latest/</a>
<ul style="list-style-type: none"> <li>• Clarified the application of the Policy/Adjudication Processes to Student Organizations</li> <li>• Corrected minor typos and erroneous numbering/lettering of various sections</li> <li>• Added definitions of additional key terms</li> <li>• Reorganized and clarified the sanctions/interventions applicable to Students and Student Organizations</li> </ul>	
Finance Procedure 1105.2 - Procedure For Overpayment Recovery	<a href="https://unc.policystat.com/policy/6658430/latest/">https://unc.policystat.com/policy/6658430/latest/</a>
<p>The purpose of this policy is to establish overpayment procedures. The University has collected overpayments historically however there had not been a definitive procedure outlining the proper steps in recovering compensation that is not owed to an employee and is paid in error.</p>	
The Ordinance Regulating Traffic and Parking on the Campus of the University of North Carolina at Chapel Hill	<a href="https://unc.policystat.com/policy/6051295/latest/">https://unc.policystat.com/policy/6051295/latest/</a>
<p>Revisions to the Ordinance are for clarity, such as addressing new technology, and updating operational changes, such as a weeknight parking program starting.</p>	
Default Directory Information	Retired