

Policy Change Log - October 2021

Major Edits

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

Title
1501 - Policy on Business Travel
1501.1 - Procedure on Pre-Travel Authorization
1501.2 - Procedure on Travel Advances
1501.3 - Procedure on Air Travel
1501.4 - Procedure on Ground Transportation Expenses Including Mileage Rates
1501.5 - Procedure on Per Diem Rates
1501.6 - Procedure on Lodging Accommodations
1501.7 - Procedure on Travel Expenses and Reimbursements
As of August 2, 2021, the travel policies were combined under one umbrella, 1501 - Policy on Business Travel, with related procedures, for a more unified umbrella of Travel items.
1501.6.1f - Non-Hotel Lodging Authorization Request
1501.6.2f - Group Travel Request Form
Finance Form 1501.6.1f (Non-Hotel Lodging Authorization Request) was formerly numbered 1502.1.2f and Finance Form 1501.6.2f (Group Travel Request) was formerly numbered 1502.1.3f.
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 Multi-Day Trips
1502.1.1f - Excess Lodging Justification
1503.1.1f - Senior University Administrator Travel and Reimbursement Authorization
1503.1.2f - Student Non-Employee Travel Agreement
Finance policy and procedure documents 1502, 1502.1, 1503, 1503.1, 1504, and 1504.1 are now retired as part of the Travel Policy reorganization. Finance Forms 1502.1.1f, 1503.1.1f, and 1503.1.2f are now retired as they have been automated in the new Travel system.