Travel Manual Revised - October 2021

Dear Travel Customer,

The Travel Manual has been revised and the changes are effective immediately. The new version is available on the Travel Website. Please remember to clear your browsing history to ensure you are accessing the latest version.

Summary of key changes follows:

- Page 2 – System Access – Language updated to reflect training is required prior to gaining access to initiate travel transactions in Archivum.
- Page 7 – Workflow Role – Language updated to reflect Travel Coordinator access is the primary means of submitting travel transactions.
- Page 18 – Mileage – Added wording to clarify “An approved telecommuting agreement is not a change in official headquarters for travel/commuting purposes.”
- Page 19 – Car Rental – Added E&I Cooperative contract with Enterprise and National as a secondary alternative for use when forced to book outside the state contract with Avis Budget Group.
- Page 30 – Cash Advances – Updated supporting documentation requirements for repayment of funds to the University.

We encourage you to review the new version to ensure you are current with your understanding of the policy.

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