

Appendix A: Summary of Draft Travel Policy and Procedure Combinations

Table A: Existing Travel Policies and Procedures Under Review	
Policies	Procedures
<u>Graduate Student Field Trips</u>	<u>Procedure for Arranging Relocation of Postdoctoral Fellows</u>
<u>Travel – General</u>	<u>Procedure for Chancellor Travel</u>
<u>Travel - Familiarization Visit</u>	<u>Procedure for Familiarization Visit Expenses</u>
<u>Travel - Guest Lecturers and Other Official Visitors</u>	<u>Procedure for Filing a Travel Claim</u>
<u>Travel - Pre-Employment Interview</u>	<u>Procedure for Graduate Student Field Trip Expenses</u>
<u>Travel - Relocation and Removal</u>	<u>Procedure for Pre-employment Interview Expenses</u>
<u>Relocation Guidelines - Postdoctoral Fellows</u>	<u>Procedure for Reimbursement of Relocation Expenses for Postdoctoral Fellows</u>
<u>Travel – Regents Policy</u>	<u>Procedure for Reimbursing Visitor Expenses</u>
<u>Travel (Chancellor)</u>	<u>Procedure for Relocation and Removal</u>
	<u>Procedure for Requesting a Travel Advance</u>
	<u>Procedure for Requesting a University Corporate Travel Credit Card</u>
	<u>Procedure for Standing Travel Advance</u>
	<u>Procedure for Travel Requests</u>

Table B: Summary of Proposed Recissions and Combinations

One Policy: Travel Expense Management Policy	
Procedures	Notes
Procedure for Chancellor Travel	This procedure is proposed for removal with referral to other policies and procedures for travel authorization and claims to reduce duplication.
Procedure for Graduate Student Field Trip Expenses	This procedure is proposed for removal with referral to other policies and procedures for authorization and claims to reduce duplication.
Procedure for Relocation of Postdoctoral Fellows	Combination of Procedure for Arranging Relocation of Postdoctoral Fellows , Procedure for Reimbursement of Relocation Expenses for Postdoctoral Fellows and Relocation Guidelines - Postdoctoral Fellows to reduce duplication
Procedure for Familiarization Visits	Combination of existing procedure and Travel - Familiarization Visit to reduce duplication
Procedure for Pre-employment Interview Expenses	Combination of existing procedure and Travel - Pre-Employment Interview to reduce duplication
Procedure for Relocation and Removal	Combination of existing procedure and Travel - Relocation and Removal to reduce duplication
Procedure for Requesting a Travel Advance	To be removed and added to Procedure for Travel Authorization
Procedure for Requesting a University Corporate Travel Credit Card	To be removed and added to Procedure for Travel Expense Management
Procedure for Travel Claims and Reimbursement	A draft is currently unavailable until new travel expense system features have been identified and workflows are designed and tested. Related forms are expected to be updated at that time as well
Procedure for Visitor Travel	Combination of Travel - Guest Lecturers and Other Official Visitors and Procedure for Reimbursing Visitor Expenses to reduce duplication
Procedure for Standing Travel Advance	To be removed
Procedure for Travel Authorization	New procedure based on existing Procedure for Travel Requests
Procedure for Travel Expense Management	New procedure that provides an overview of standards and claimable expenses for all travelers, with some exceptions due to provisions in some types of contracts and agreements. This procedure largely replaces Travel – General . The Schedule of Reimbursable Expenses is expected to be updated as well