

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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