

A stylized illustration of a lighthouse on the left side, with yellow sun rays emanating from behind it. The lighthouse is light blue with a white top section. The sun rays are yellow and white, creating a bright, sunny atmosphere. The background is white with the sun rays and lighthouse graphic.

Travel Policy Update

F&A Meeting - April 11, 2023

Travel Policy Update

Board of Trustee (BoT)
Policy T92-031 Policy
for Management of
University Funds

- Business Expense Policy Appendix C
 - Campus policy CON-05 Business Expense Policy
- Travel Policy Appendix B
 - Campus policy CON-02 Employee Travel Policy

7/1/22 BoT Business
Travel & Expense Policy

- Created U-Wide Standards
- Rescinded the old Travel Policy
 - Most of policy was related to travel expenses which were incorporated in the BTE Policy & standards

Wednesday April 12
full BoT vote new
travel policy

- Standards to be implemented 7/1/23

Travel Policy Update

- New Board of Trustee Travel Policy
 - Focuses on Management of Risk and Risk Exposure

Existing Practices or Protocols

- Definition of University Travel
- Requiring registration of travel
- Designation of high-risk travel destinations
- Campus high risk travel review committee
- Risk review for travel to high-risk destinations

New Elements

- Creation of a systemwide committee with campus and UMPO representation to designate a baseline of high-risk travel destinations that will apply across the system
- Requirements when traveling internationally with University Devices and University Data