

Changes to Travel Manual 03-2026

All bold, underlined or all capitalized words have been changed to normal text.

Page One – No Changes

Page Two - Tips for students Page 2 (However you must stay within the allowed meal allotment.) removed.

Page three - Changed Chief Financial Officer to Director of Finance.

Page four – Updated travel rates to current travel rates.

Page five – no changes

Page six – no changes

Page seven - no changes

Page eight - no changes

Page nine - no changes

Page ten – Change no meal for employee day trip - to meals will be provided.

Change does not allow to - will allow employees to add up to a 15% tip on meals.

Added Receipts that are not itemized can be approved by employee's supervisor or Director of Finance.

Added will provide \$5.00 snack money for travel days.

Added current standard rate for meals Breakfast \$20.00, Lunch \$25.00, & Dinner \$30.00

Page eleven – Removed but may not go over meal allotment on tips for student travel.

Changed Meal delivery service is not allowed to – can be approved if students are not able to leave for meal.

Added current rates for student meals Breakfast \$10.00, Lunch & Dinner \$15.00

Page twelve – no changes

Page thirteen – Added Air B&B will be allowed for employee travel only. Rate should not exceed the current GSA rates.

Page fourteen – no changes.