

Key Changes to Travel and Entertainment Policy Revision October 15, 2020

- Focus on policy, moving procedure to support webpages and documents
- Updated limits:
 - Business class ticket allowable for flight **over 7 hours** (former policy 12 hours)
 - Updated entertainment dollar limits for the following:

| Expense Type | Former Policy (per person) | Revised Policy (per person) |
|--|---------------------------------------|--|
| University-funded events (holiday parties, retreats, etc.) | \$27 | \$30 |
| Social entertainment for leadership duties | \$27 | \$30 |
| Departmental, social, life events | \$8-10 | \$15 |
| Dinners for University guests | \$65 | \$90 |
| Special Dinners for University guests – recruitment, fundraising, etc. | \$90 | \$130 |

- Clarification of Private Air Carrier requirements and reference to new University Protocol for Private Air Travel

