



UNIVERSITY of DENVER

SHARED SERVICES CENTER

To: Business Officers
 From: Shared Services Center
 Date: September 10, 2019
 Re: Updated Travel and Expense Policies

We are excited to announce that with the support and approval of the Senior Vice Chancellor of Business and Financial Affairs and the Chancellor, the amended travel and expense policies are available on the [Business and Financial Affairs website](#). The policies were developed in partnership with a 15-member Customer Advisory Group (CAG) consisting of representatives from academic units, auxiliary units, the controller’s office, and planning and budget.

The effective date of the policies is September 1, 2019. Charts of Allowable Expenses are now available in the Shared Services knowledge base and are located on the [SSC website](#) under *Most Requested Resources*. We would like to thank everyone who provided input into the policies and charts, and we believe that the updates will provide clearer guidance for the DU community.

The table below outlines the major changes and lists the policies that were eliminated.

Policy Number/Name	Change(s) and Update(s)
2.30.011 – Business Expense Policy	<ul style="list-style-type: none"> Merged with Gifts and Gratuities policy 2.30.014 –streamlining both into one document for a one-stop resource for faculty and staff Chart of Allowable Expenses – replaces propriety of expense and is located in the Shared Services knowledge base. Move allows flexibility to maintain day-to-day guidance without requiring full policy revision.
2.30.012 – Travel Expense Policy	<ul style="list-style-type: none"> Merged with Alcohol Purchase policy 2.30.015 –streamlining both into one document for one-stop resource for faculty and staff Restricts cash advances to times when P-Card is not a viable option
2.30.017 Reimbursement Policy (new)	<ul style="list-style-type: none"> Aligns with DU’s IRS accountable plan and timeframes for reimbursement which states personal expenses are reimbursed post travel
Policy Number/Name	Eliminated
2.30.013 – Officials Functions and Entertainment	<ul style="list-style-type: none"> Incorporated into Travel Expense Policy 2.30.012
2.30.010 – Propriety of Expense	<ul style="list-style-type: none"> Incorporated into Business Expense Policy 2.30.011 Incorporated into Charts of Allowable Expenses in the SSC Knowledge Base <ul style="list-style-type: none"> Chart of Allowable Expenses (login required) Chart of Allowable Travel and Entertainment Expenses (log in required)
2.30.014 – Gifts and Gratuities	<ul style="list-style-type: none"> Gifts - Incorporated into Business Expense Policy 2.30.011 Gratuities – Currently included in the Conflicts of Commitment Policy 3.20.060
2.30.015 – Alcohol Purchase	<ul style="list-style-type: none"> Incorporated into Travel Expense Policy 2.30.012