

Travel Policies and Procedures Manual FMA-F-001

SUMMARY OF REVISIONS

1. Revised throughout to incorporate changes to the education benefits detailed in the Employee Handbook and new Financial Policies and Procedures Government Fund, FMA-F-002.
2. Paragraph 2.1 Travel Authorization – added reference to new form Tuition Assistance/Conference Approval Form and associated approval requirements.
3. Paragraph 2.2.C – Use of Employee’s Personal Vehicle – added new form Tuition Assistance/Conference Approval Form.
4. Paragraph 2.4 Travel Reimbursement - Director of Operations replaced by the Deputy Executive Director and added new form Tuition Assistance/Conference Approval Form.
5. Appendix A.1 - TR-02 Travel Request replaced by revised TR-02 Travel Request updated August 2014.
6. Appendix A.4 added new form Tuition Assistance/Conference Approval Form.