

	<b>REVISION</b>	<b>CURRENT POLICY</b>
<b>LODGING</b>	Lodging: allow employees to book up to 150% of CONUS (General Services Administration government rates for the continental U.S.) or OCONUS (outside the continental U.S.)	Lodging is currently capped at CONUS. Often, employees are unable to get CONUS rates, especially in growing markets, like Austin or Nashville
<b>CASH ADVANCES</b>	Fewer cash advances to reduce risk (employees may always obtain a travel card, which eliminates the need for a cash advance, especially for domestic travel); advances will be limited to situations when the employee is traveling internationally; or does not have a travel card; or is traveling with one or more students.	Current policy does not limit the reasons why someone may request a cash advance
<b>PER DIEM</b>	University will allow full “per diem” at conferences, even if the conference provided meals	Current policy requires employees to deduct meals provided, even if the employee did not eat the food
<b>TRAVEL AUTHORIZATIONS</b>	University will no longer require travel requests for domestic travel (this will eliminate about 8,100 travel requests per year, from an overall travel request volume of about 9,600)	Current policy requires employees to obtain a travel request for domestic and international travel, even if someone is staying just across the border from a TN city on the border, such as Memphis.
<b>EXCEPTIONS</b>	Most exceptions will route to the CBO as the last approval stop in workflow (eliminates UTSA CFO approval for most exceptions)	All exceptions currently route to CBO and then UTSA CFO
<b>CONTRACTOR TRAVEL</b>	Policy will allow departments to negotiate with contractors to pay the contractor a lump sum, instead of requiring the contractor to comply with UT policy (contractors are not state employees, so they are not eligible for our rates and their travel generates a lot of exceptions)	Current policy states that contractors must comply with UT’s travel policy
<b>RENTAL CAR REFUELING</b>	Rental car refueling: UT will allow the rental car company refueling option (but will still prohibit the prepaid fuel option)	Current policy bans both prepaid fuel and refueling through the rental car company
<b>POLICY FORMAT</b>	Policy will be 2-3 pages, plus required procedures. The document will be shorter, better organized, and easier to understand.	Current policy is 38 pages long with a mixture of policy and procedures. The document is not organized optimally, and the wording is ambiguous in places.