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## June 12, 2020

Below please find a listing of all approved interim Regent Policy Document waivers, interim SYS policy actions, and SYS policies, procedures, and guidance taken from May 9, 2020 through June 11, 2020.

### I. Interim Regent Policy Document Revisions

[Interim Regent Policy Document Waiver #01: COVID-19 Grants and Contracts Waiver](#) (Revision approved June 8, 2020)

- This interim policy action waives certain requirements of [RPD 13-1, General Contract Approval: Signature and Authority Approval](#) to allow the Executive Director and Corporate Secretary of the Board Of Regents and the President of the UW System to execute grants from and contracts with private, profit-making organizations with the value of more than \$1,000,000 that would otherwise require formal approval of the Board of Regents prior to execution.
  - The June 8 revision extended the expiration date from June 17, 2020 to **December 31, 2020**.

[Interim Regent Policy Document Waiver #02: COVID-19 Leasing of Real Property Waiver](#) (Revision approved June 8, 2020)

- This interim policy action waives the requirements of section 4 of [RPD 13-2, Real Property Contracts: Signature Authority and Approval](#) to allow the UW System President and Executive Director and Corporate Secretary of the Office of the Board of Regents to enter into leases of real property that would otherwise require Board of Regents Approval.
  - The June 8 revision extended the expiration date from June 17, 2020 to **December 31, 2020**.

[Interim Regent Policy Document Waiver #04: COVID-19 Financial Management of Auxiliary Operations- Transfers from Auxiliary Enterprises Waiver](#) (Revision approved June 8, 2020)

- This interim policy action provides campuses with greater flexibility in transferring fund balances between auxiliary operations and from auxiliary operations to other funding sources, to address financial needs resulting from the COVID-19 pandemic.
  - The June 8 revision extended the expiration date from June 17, 2020 to **December 31, 2020**.

### II. Interim SYS Policy Action Revisions

[SYS 1200-04, Interim: Furlough](#) (Revision approved May 20, 2020)

- This interim policy action authorizes the UW System to utilize furlough as a workforce reduction and cost saving measure to address the financial challenges of COVID-19.
  - The May 20 revision added section 5.D.1.h, which reads “Notwithstanding [UW System Administrative Policy 1211, Personal Holiday and Legal Holiday Administration](#), an employee on an intermittent furlough will receive holiday pay even when the employee takes one intermittent furlough day prior to and one intermittent furlough day following a legal holiday.”

### III. Expired Interim Policy Actions

The following interim policy actions expired on May 31, 2020:

- [SYS 100-02, Interim: Lawton Undergraduate Minority Retention Grant Program Requirements Waiver](#)
- [SYS 300-01, Interim: Primary Fundraising Foundation and Other Affiliated Organization Administrative Support and Benefits Report Extension](#)

A listing of all expired interim policy actions can be found on the [Expired Interim Policy Actions](#) page.

### IV. New SYS Procedure and Guidance Approvals

All the below documents support [SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting](#). The guidance documents are included in this notice as they contain information relevant to the new procedure.

[SYS 102.A, Monitoring Academic Degree Programs](#) (Approved June 3, 2020)

*This procedure is effective upon approval.*

- The purpose of this procedure is to outline the UW System university and UW System Administration processes for monitoring academic degree programs and governance for those programs.
  - UW System Administration Monitoring Role and Responsibility:
    - Create annual reports
    - Review new programs six years after program's implementation
    - Annually receive UWS Annual Program Planning, Review, and Array Management Reports from each UW institution
    - Annually report program monitoring results to the Board of Regents, the Vice President of Academic and Student Affairs, and the UW System President
  - University Monitoring Role and Responsibility:
    - Plan for academic degree programs and annually monitor programs based on data from UW System Administration
    - Develop an academic degree program monitoring process and submit to UW System Administration
    - Annually submit UWS Annual Program Planning, Review, and Array Management reports
    - The Provost will report on program monitoring decisions for any program that does not meet established criteria
    - Program suspension or elimination will [follow SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting](#), Section 3.3. and 3.4.

[SYS 102 Guidance: The University of Wisconsin System Administrative Guideline for Planning a UW System Collaborative \(HLC Consortial\) Program](#) (Approved March 10, 2020)

- This guideline provides questions for UW universities to consider when planning a UW System Collaborative (HLC) Consortial) program.
- The questions fall into the following categories:
  - Program (instructional and academic administration)
  - Administrative Staff (financial administration, financial aid, admissions/registration/transfer, and student support services)

- Conflict, Mediation, and Dissolution Planning

*SYS 102 Guidance: The University of Wisconsin System Administrative Guideline for Establishing Professional Doctorates* (Revision approved March 10, 2020)

- This guideline provides information on items for UW universities to consider when establishing a professional doctorate. Considerations should include:
  - Enhancement of access to professional degrees
  - Enhancement of efficiencies and avoidance of unnecessary duplication

*SYS 102 Guidance: The University of Wisconsin System Administrative Guideline for Evaluating Academic Program Elimination* (Revision approved March 10, 2020)

- This guideline provides information on items for UW universities to consider when deciding whether to eliminate an academic degree program. Such items for consideration include:
  - The quality of the program and contributions of faculty;
  - The contribution of the program to the university's mission and strategic plan;
  - Student demand for the program
  - The resource implications of the program;
  - The uniqueness/redundancy of the program;
  - Opportunities for collaboration with other programs; and
  - The impact of program elimination on system-wide array.

## V. SYS Policy Revisions

*SYS 405, Travel and Expense- General Travel & Expense Policy* (Revision approved June 9, 2020)

*This policy will be effective July 1, 2020.*

- This policy establishes the general parameters for conducting university-sponsored travel and accounting for expenses. The technical revisions to this policy included:
  - In Section 5, removed the last sentence that read "~~In addition to the definition above, please review the keyword definitions related to this policy.~~"
  - In Section 6.R, the second bullet was changed to read "Expenses not filed within the 90 day requirements, **or not resubmitted within 90 days of being sent back**"
  - In section 6.R, the last bullet was changed from "~~Passports~~" to "**Real IDs.**"
- Further notice will be given prior to the effective date of this policy.

*SYS 410, Purchase & Payment of Business Air Travel* (Revision approved June 4, 2020)

*This policy will be effective on July 1, 2020.*

- This policy defines the standards for the purchase and payments of airfare, the utilization of UW System airline contacts and exemptions, and is designed to reduce or contain UW System travel costs and increase service standards. The technical revisions to the policy included:
  - In Section 1, the second bullet was changed from "~~Identify Concur as the contracted self-booking tool and Fox World Travel Management Company as the sole sources for university sponsored air reservation~~" to "**Identify Concur as the contracted self-booking tool and Travel Incorporated and Fox World Travel as the contracted required agencies for university sponsored air reservations excluding Athletic travel as noted below.**"

- In Section 6.B, the second bullet was changed from “~~UW-Madison Athletics: Under ongoing delegation from UW System Administration, UW-Madison has contracted with a separate on-site travel agency to provide services, processes and requirements similar to the rest of UW System~~” to **“Athletics: Under ongoing delegation from UW System Administration, UW-Madison has contracted with Anthony Travel to provide services, processes and requirements similar to the rest of UW System, who has contracted with Shorts Travel Management.”**
- In Section 6.B, the last sentence of the last bullet was changed to **“However, the UW System’s contracted travel management companies are not required for in-country or in-region travel services during the tour, project or mission.”**
- In Section 6.E, the last sentence was changed to “All airfare changes and cancellations must be made with the UW contract travel management companies.”
- In Section 6.F, the second bullet was changed to “Individual travel packages that combine airfare, lodging and/or car rental in any combination, not purchased through contracted Travel Management Companies.”
- Further notice will be given prior to the effective date of this policy.

SYS 415, Purchase & Payment of Lodging (Revision approved June 9, 2020)

*This policy will be effective July 1, 2020.*

- This policy provides the requirements for booking lodging and hotel stays with UW System funds. July 1 starts the new contract term for new travel agencies that was approved by the BOR in December 2019 for services to begin on July 1, 2020. Moving from Fox World Travel to:
  - Travel Incorporated for Employee Services
  - Shorts for Athletic Services (excluding UW-Madison)
  - Fox World Travel for Group Block Services
- Revisions to the policy included:
  - In the second bullet of section 1, replaced “~~of Fox agents as the primary~~” to **“contracted travel agencies as the preferred.”**
  - In section 5, replaced “~~Please review keyword definitions in relation to the above policy~~” with **“None listed.”**
  - In the second paragraph of section 6.C, replaced “~~Fox World Travel agents~~” with **“the UW Contracted Travel Agencies.”**
  - In the second paragraph of section 6.C, removed “~~Because of these benefits UW System travelers and those that arrange lodging for other will utilize the UW System contract or partnership properties at negotiated rates whenever offered in the business location.~~”
  - In the second paragraph of section 6.C, added **“The University recognizes that there may be savings by booking directly with a hotel or with Airbnb, and is allowable. Employees should carefully review cancellation policies, note if rooms are refundable, and carefully review all terms and conditions. Note that Airbnb cancellation policies and other terms and conditions vary from traditional hotels, and should be carefully reviewed before reserved.”**
  - In section 6.C, removed the subsections titled “~~Booking/Reservation Options~~” and “~~Group Room Blocks or Meeting/Event Needs.~~”

- In the fifth paragraph of section 6.C, removed “In addition to UW System contract and partnership lodging properties and rates, Concur offer a wide range of lodging properties with public and member only (Triple A, AARP, etc.) hotel rates. These rates and room types are not specific to the UW System, therefore the rates and room types that exceed UW System policy limitations. This includes some rates and room types at contract and partnership lodging properties as well.”
- In the fifth paragraph of section 6.C, replaced “UW TravelWise Calculator” with “**Lodging and Meal Per Diem Calculator.**”
- In the fifth paragraph of section 6.C, added “**When reserving Airbnb, all cleaning fees must be factored into the maximum daily reimbursement rate per person.**”
- In the second paragraph of section 6.D, replaced “Fox World Travel, as the package components will be contracted for, priced individually and receipted in accordance with this policy” with “**a UW contracted travel agency.**”
- In section 6.E, removed “Travelers are expected to utilize UW System contract or partnership properties and rates where available. When traveling to locations without a contract, utilize Concur and select lodging that is closest to the business location and at a rate within the maximum allowable.”
- In the second sentence of section 6.F, replaced “will” with “**may.**”
- To the beginning of section 6.K, add “**Other than Airbnb for Work.**”
- In the second paragraph of section 6.O, removed “The UW System will not pre-pay or pre-reimburse individual lodging costs and travelers are expected to pay upon completion of stay. In some circumstances, payment of the first night’s lodging may be required as a deposit or guarantee. These requirements are listed for the room rate within Concur. A single night deposit for a multi-night stay is allowed to be prepaid directly by the UW System or by the traveler if the requirement is documented.”
- In the second paragraph of section 6.O, revised the verbiage so that reimburse to employees who prepay a deposit and do not travel is dependent upon approval by the institution’s approving authority with an explanation and justification for why university funds should be used.
- In the first paragraph of section 6.R, replaced “While the UW System may guarantee a reservation, no pre-payments or pre-reimbursements will be made for lodging except as permitted under Room and Deposits & Guarantees above” with “**All deposits and pre-payments should be noted and proof of payment submitted for reimbursement.**”
- In the second paragraph of section 6.R, added “**upon checkout,**” after “all lodging expenses paid or reimbursed.”
- Further notice will be given prior to the effective date of this policy.

**SYS 420, Travel & Expense- Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements (Revision approved June 9, 2020)**

*This policy will be effective July 1, 2020*

- This policy provides the daily allowances for UW System reimbursement of meal and incidental expenses. Revisions to the policy included:
  - Under the headers Definitions, replaced “Please review keyword definitions in relation to the above policy” with “**None listed.**”
  - Under the header **Day Trip Meal Allowance**, removed the sentence that read “No day trip meal allowance will be paid when the traveler receives a provided meal, regardless of amount.”
  - Under the header **Procedural Standards**, modified the final sentence to read “Refer to the UW Travel Wise Rate Calculator and FAQs on the topic.”
- Further notice will be given prior to the effective date of this policy.

SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation (Revision approved June 9, 2020)

*This policy will be effective on July 1, 2020.*

- This policy prescribes the mileage reimbursement rate and requirements for using contract vehicle rental vendors, defines the responsibility for determining the most appropriate mode of transportation, vehicle expense that can be reimbursed, business mileage and calculation of miles for reimbursement, and the responsibilities for institutions that operate fleet. Technical revisions to the policy included:
  - In section 5, replaced ~~“Please review keyword definitions in the above policy”~~ with **“None listed.”**
  - In Section 6.H, the third paragraph was changed from ~~“Rentals are limited to compact/standard/intermediate vehicle classes unless there are business needs that require larger classes of vehicles.~~ Claims for reimbursement beyond standard/intermediate vehicle classes (i.e. trucks, **vans**, etc.) for reasons such as transporting extra passengers, carrying cargo or bulky equipment, etc., must be explained on the expense report” to **“Employees are encouraged to rent compact/standard/intermediate vehicle classes.** Claims for reimbursement beyond standard/intermediate **SUV** vehicle classes (i.e. trucks, **full size SUVs**, etc.) for reasons such as transporting extra passengers, carrying cargo or bulky equipment, etc., must be explained on the expense report.”
  - In Section 6.J, the first paragraph was changed from ~~“Concur – Concur must be used for all internet based reservations utilizing the Big Ten contract with Enterprise and National. Hertz is also available within Concur when Enterprise and National do not have necessary availability.~~ Utilizing Concur for reservations **or booking with contracted travel agencies is preferred as it** enables the control booking ID to be automatically applied ensuring that all reservations are under contract and appropriately insured.”
- Further notice will be given prior to the effective date of this policy.