

Proposal to Rescind UW System Administrative (SYS) Policies



Policies: SYS 405, SYS 410, SYS 415, SYS 420, SYS 425, SYS 430

Last Revised: Varies

SYS 405, *Travel and Expense- General Travel & Expense Policy*

SYS 410, *Purchase & Payment of Business Air Travel*

SYS 415, *Purchase & Payment of Lodging*

SYS 420, *Travel & Expense – Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements*

SYS 425, *Use of Personal Vehicles, Rental Cars, and Fleet for Business Transportation*

SYS 430, *Travel & Expense – Purchase & Payment Miscellaneous Travel Expenses*

These rescissions will be effective on July 1, 2025.

Background Summary of Policies

- The purpose of these policies is to establish general parameters for conducting university sponsored travel and accounting for expenses. As they currently exist, each policy provides parameters on specific areas of university sponsored travel.

University Comments and Concerns

- There were no comments received from the universities during the University distribution period.

Rationale for Rescission

- [SYS 400-01, *Interim: Air Travel and Meal & Incidental Expense Policy Amendments*](#) was approved on January 10, 2025. This interim policy action provided the first step towards the substantial revisions planned for the 400 series policies. Revisions included in the interim action will be incorporated into the upcoming singular travel policy.
 - Policy owners have previously identified a need for a singular travel policy. While simultaneously updating these policies in accordance with the implementation of Workday, the individual policies will be rescinded and combined into one singular travel policy. This singular policy will replace SYS 405, *Travel and Expense – General Travel & Expense Policy*.
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