



Policy Updates: Travel, Procurement Card, & International Travel Registry

The Travel Policy, Procurement Card Policy, and travel expense statement forms have been revised. The revisions are in response to the new travel registry requirements, in addition to other changes. The revisions are effective March 15, 2018.

To review the updates, click the following links:

- [Summary of Revisions to the Travel Policy and Procurement Card Policy](#)
- [Updated Travel Policy](#) and [Procurement Card Policy](#)
- [Updates to AISystem](#) and [Travel Expense Forms](#)
- [Travel Registry Requirements](#)
- [International Travel Registry FAQ](#)

As a reminder, more restrictive policies may be set at the school or department level.

Please share these updates with any applicable faculty and staff in your school or department.

If you would like additional information, please contact Krystina Gross kgross@wustl.edu, or Elizabeth Colletta ecolletta@wustl.edu, Managers, Sponsored Projects Accounting.