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**Page 1 & 3 – Signature and Approval**

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**Current:**

Signature stamps are not accepted but approved electronic signatures are allowed. Those interested in electronic signature capabilities please contact WashU IT at [CIO@wustl.edu](mailto:CIO@wustl.edu) or visit <http://resourcemanagement.wustl.edu/purchasing-services/procedures/procurement-of-computers-software-and-services/>. The Audit Log page (s) should be printed and included with the electronically signed travel report. Accounts Payable (AP) and Sponsored Projects Accounting (SPA) will not approve an electronically signed travel report without this documentation.

**Revised:**

Signature stamps are not accepted but approved electronic signatures are allowed. Please contact Accounts Payable to discuss the electronic signature software. The Audit Log page(s) should be printed and included with the electronically signed travel report. Accounts Payable (AP) and Sponsored Projects Accounting (SPA) will not approve an electronically signed travel report without this documentation.

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**Page 11 – International Travel Registry**

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**Current:**

Visit the Global Engagement website (under Polices & Resources) for information regarding the International SOS Emergency Travel Assistance Service plan, International Travel Registry and the International Travel Policy to ensure consistent set of travel standards.

**Revised:**

To help ensure safety and well-being when traveling internationally, a policy and system for registering international travel has been implemented. Registration for university-related international travel will be required of all students and all benefits-eligible faculty, staff, clinical fellows, and post-doctoral researchers traveling outside the United States for university purposes. To ensure compliance, timely reimbursement of travel expenses will be contingent on creating a one-time profile and registering the details of each trip in the university's travel registry system. More information about international travel, policies, and procedures can be found at <https://global.wustl.edu/resources/>. You can access the travel registry at [mytrips.wustl.edu](http://mytrips.wustl.edu).

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**Change in Approval Process**

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- Accounts Payable will auto approve Travel Reports when the total expense is \$1,000 or less. Note: Amount used to be \$500 or less.
- A sample of completed Travel Reports \$1,000 or less will be audited periodically to review for compliance.
- All travel charged to Sponsored Funds, regardless of amount, will require SPA approval.
- Travel Reports to foreign vendors, regardless of amount, may require Tax Department approval.
- Note: Signed travel reports \$1,000 or less with supporting documentation should be sent by the departments to AP who will attach the information to the online Travel Report and then approve the document without review.

## Procurement Card Guide Changes

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### Page 1, 2, 6, 7, 9 – Remove Commerce Card Image and references to Commerce

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- Commerce Card Program has been discontinued

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### Page 4 – Cardholder Responsibilities

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New Section above “Document asset and non-consumable item purchases”:

#### International Travel Registry

To help ensure safety and well-being when traveling internationally, a policy and system for registering international travel has been implemented. Registration for university-related international travel is required of all students and all benefits-eligible faculty, staff, clinical fellows, and post-doctoral researchers traveling outside the United States for university purposes. You can access the travel registry at [mytrips.wustl.edu](http://mytrips.wustl.edu).

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### Page 8 – Reviewer Responsibilities

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#### Current:

Remind Cardholder that business travel expenses must be recorded on a travel expense statement even if the procurement card has been used to pay for all the trip expenses.

#### Revised:

Remind Cardholder that business travel expenses must be recorded on a travel expense statement and international trips must be registered on the travel registry, even if the procurement card has been used to pay for all the trip expenses. More information about international travel, policies, and procedures can be found at <https://global.wustl.edu/resources/>.

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### Page 10 – International Travel & Business

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#### Current:

Visit the Global Engagement website (under Policies & Resources) for information regarding the International SOS Emergency Travel Assistance Service plan, International Travel Registry and the International Travel Policy to ensure consistent set of travel standards.

#### Revised:

Registration for university-related international travel will be required of all students and all benefits-eligible faculty, staff, clinical fellows, and post-doctoral researchers traveling outside the United States for university purposes. To ensure compliance, timely reimbursement of travel expenses will be contingent on creating a one-time profile and registering the details of each trip in the university’s travel registry system. More information about international travel, policies, and procedures can be found at <https://global.wustl.edu/resources/> . You can access the travel registry at [mytrips.wustl.edu](http://mytrips.wustl.edu).

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### Page 11 – Unallowable Purchases and Practices

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#### List updated as follows:

The following is a list of items that may not be purchased with the procurement card.

1. Airline club fees
2. Amazon Prime memberships – Washington University has a corporate business account available for departments to utilize. Individual prime memberships are not allowed to be paid for using a procurement card.
3. Controlled substances
4. Gasoline Purchases for personal vehicles (see University Travel Policy-Use of Personal Automobile)
5. Hotel, meals and other costs associated with going to a conference or on business travel early or staying late for non-business related reasons.
6. Living Animals
7. Maintenance or lease agreements
8. Meals and incidentals when using the per diem method
9. Personal Expenses
10. Radioactive or hazardous materials (including disposal of)
11. Relocation expenses