

## CHANGE TO TRAVEL POLICY

As a reminder, Washington University does not reimburse business expenses on a per diem basis. Travel expense and business expense reimbursement is based on actual expenses incurred. Estimates or rounded off figures should not be submitted. Please refer to the Travel and Expense policy located at the Systems and Procedures website, "[fishelp.wustl.edu](http://fishelp.wustl.edu)".