**Travel Changes Effective July 1, 2017**

1. Photocopy of valid automotive insurance is now required to be on record if you are planning to be an authorized driver for the 2017-2018 academic year. <http://nau.edu/Facility-Services/Safety-Training/> (Authorized driver program/Authorized Driver Policy/Liability Insurance & Permission to Drive section)
2. Pre-travel reimbursement can no longer be processed for travel expenses if you make purchases using your personal credit card; i.e., airfare, conference registration, etc. <http://nau.edu/Comptroller/Travel/Policies-Procedures/> (Policy: TRV 515-08)
	1. You can still use your personal credit card to make these purchases, but you will not be reimbursed for any expenses until **after** the travel has concluded.
	2. Purchases should be made using a university Pcard when possible.