

August 20, 2012

**TRAVEL EXPENSES (60 days old) are TAXABLE to the EMPLOYEE
EFFECTIVE 09/01/12**

**In accordance with IRS regulations, effective September 1, 2012,
any travel voucher not approved by the Travel Office that is over 60 days old
will be taxable to the traveler. The Travel System will calculate based
on the trip end date and will automatically record the taxable expense to Payroll.**