

**From:** Murphy, Jennifer  
**Sent:** Tuesday, September 06, 2005 5:20 PM  
**To:** GRP-APS Customer Advisory Group  
**Subject:** ABIA \$9 per day parking reimbursement

Good Afternoon:

We had a question from a department today related to the U. T. System Administration travel policy. We wanted to share the answer with all of you in an effort to make sure your department is aware of the need to communicate this requirement with employees and non-employees before travel occurs.

***Please share with appropriate individuals in your department.***

**Question:** Our travel policy refers to 'travelers' when identifying the ABIA \$9 per day parking limit. Does this apply to all travelers we'd reimburse (including volunteers and other non-employees) or does it only mean U. T. System Administration employees?

**Answer:** Any person traveling on behalf of U. T. System Administration is subject to this ABIA \$9 per day parking limit; this includes employees, volunteers, and non-employees. Anything over \$9.00 a day is the traveler's responsibility per policy, the department needs to make all staff and anyone expecting reimbursement from U. T. System Administration aware of this policy. This applies to all funding sources.

Thank you,

Jenny

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