




Office of the President

**TO:** UNIVERSITY TRAVELERS  
**FROM:**   
PRESIDENT  
**DATE:** OCTOBER 28, 2019  
**RE:** POLICY AND PROCEDURE MEMORANDUM 49  
S1504.D. - METHODS OF TRANSPORTATION, PUBLIC  
GROUND TRANSPORTATION

The item below was included in the updated PPM 49 issued by the Division of Administration for fiscal year 2019-2020.

***S1504.D. - METHODS OF TRANSPORTATION, PUBLIC GROUND TRANSPORTATION***  
*If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable.*

However, approval for reimbursement of premium or larger vehicles is granted when a traveler is traveling in a group and/or if a larger vehicle is needed to accommodate luggage and other material.

In order for the traveler to be reimbursed for the premium or larger vehicle, the traveler must:

- 1) Prepare a justification letter
- 2) Submit the justification letter to the Travel Office along with:
  - a. the itemized receipt, and
  - b. a copy of this letter noting the President's approval.

If you have any additional questions regarding this matter, please contact the Travel Office or the Travel System Administrator in the Controller's Office.