



NORTHWESTERN STATE

Business Affairs

TO: NSU Employees
FROM: Business Affairs/Travel
Re: Travel Update Memo
Date: July 17, 2026

New Policy Format

The NSU Travel Policy has been broken down into three documents to better meet the needs of our travelers:

- NSU T-Card Policy which addresses card usage, requirements, and protocols.
- NSU Travel Policy which addresses the allowable expenses and requirements for travel.
- NSU Travel Procedures which provides procedural guidance, documentation requirements, and processing instructions for official university travel New Travel Forms

New Travel Forms

New forms are available on our website for the following:

- Request for Authorized Travel
- Travel Expense Account Form
- Request for Use of CBA (Hotel)
- Request for Use of CBA (Air)

Resort Fee

“Resort fees”, “amenity fees”, “urban destination fees”, etc. charged by hotels no longer require prior approval when the cost of the fee combined with the daily lodging rate exceed the GSA Rate. However, travelers and their approvers should review these fees prior to authorizing payment, as they can vary from simply coving internet access to including items that could be considered gifts. If these fees do not contain an item that could be considered a gift, they are allowable.

Reminders

- U.S. General Services Administration (GSA) rates for Lodging, Meals, and Incidentals are updated October 1st every year.
- U.S. General Services Administration (GSA) rates for Privately Owned Vehicle Mileage reimbursement rates are updated on January 1st every year.
- Airfare must be purchased through Christopherson Business Travel using a T-Card or CBA.