

Summary of Material Changes (highlight in yellow on changes document)	Page(s)
Colwick Travel changed to Direct Travel, due to company name change.	1 and 2
Trip insurance will not be reimbursed.	1 and 7
Various changes to the Car Rental Section including when cars can be rented and what optional coverages are allowed. Also, that no peer to peer car sharing services will be reimbursed.	3
Wanna Get Away changed to Southwest Airlines Choice, as the prior rate name was changed.	3 and 4
Airport parking not to exceed rate increased from \$15 to \$18.	4 and 7
Uber charge related to non-employees, are not reimbursable.	7
Allowable credit card Fee increased from \$20 to \$30.	9
Various minor word-smithing or clarification on required documentation.	1-10