



WILLIAM
PATERSON
UNIVERSITY

P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913

To: The William Paterson University Community
From: The Controller's Office
Date: February 24, 2021
Re: Travel

Please note that as we continue to operate remotely, policies, procedures, and operations will continue to evolve.

We request that as of **March 1, 2021**, you use the following email wpunjtravel@wpunj.edu to submit the following:

Travel-related matters - We understand that most travel activities have changed to virtual activities, but they will still be processed under travel.

Note: Please be advised that if you are attending training for Professional development, that will need to be processed via requisition.

Vouchers forms – This should be used only when the requisitioning process can not be applied.

If you have any questions, please do not hesitate to contact Glenda at X 2845