

**EFFECTIVE**

January 1, 2016.

**Subject(s)**

The Administrative Policy Manual for Financial Operations (APA) has been created.

**APA 230**

Travel and Employee Expense Reimbursement has been updated and added to the Administrative Policy Manual.

**Training**

Two training classes will be held:

1. On December 10, training will be held in the Williams Building first floor auditorium from 1:00 p.m. to 4:00 p.m.
2. On December 15, training will be held in the Michigan Library and Historical Center first floor forum from 9:00 a.m. to noon.

A SharePoint link will be sent out for employees to reserve a seat for the training. Once the seating is taken up the training sessions will be closed.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[APA 230](#)