1. The attachment feature has been added to GET. Travelers and Alternates have the ability to attach receipts and documentation to GET and e-Reimbursement reports. 

*Note: Approvers and Auditors do not have the ability to attach receipts and documentation to an expense report.*

2. **Policy 201.L Receipt Requirements** - There has been a section added to Policy 201. Receipt Requirements titled “Form of Record” which identifies paper and electronic receipts are both recognized as acceptable forms of record. Please pay special attention to the standards required when for using electronic receipts and documentation instead of paper as the official form of record.
3. Additional GET enhancements:
   a. Day trip travel for multiple days – The implementation of per diems, changed the ability for travelers to enter reports for multiple day trips with no overnight stay into GET because the assumption was when the trip included a date range there was overnight lodging involved and, therefore, M&IE per diem rates were automatically populated for each day in the date range entered. However, “Day Trip Allowance” for travel with no overnight stay only allows $15 per day. To allow for this scenario, when travelers enter a date range, GET will now ask them whether or not they had overnight lodging for the date range specified - if they select ‘Yes’, GET will automatically populate the date range with the M&IE rates; if they select ‘No’, identifying there was no overnight stay for the date range entered, GET will automatically populate the $15 Day Trip Allowance for each day.
   b. Based on user feedback, the departure and return “time” fields have been removed.
   c. Based on user feedback, the default account code that will now be applied when the Misc. Purchase of ‘Books’ is selected will be 3104.

*TIP: To ensure the most recent version of GET is being accessed, please have Travelers and Alternates clear their browsing history prior to using GET for the first time post changes.*