

Effective November 1, 2025, new forms and requirements will be in place for the UPF Traveler Incentive program. Below are the new additional requirements. All of the previous requirements are still in place.

- Effective December 1, 2025, cash will no longer be accepted as proof of rent/lease payments. The employee must use a verifiable form of payment. Verifiable forms of payment include cancelled check, cashier's check, money order, Venmo, Cash App, PayPal, Zelle, etc.)
- Effective November 1, 2025 - Lease/Rent payments must be in the form of a verified payment method. Verifiable forms of payment include cancelled check, cashier's check, money order, Venmo, Cash App, PayPal, Zelle, etc.)
  - Rent payments must specify it is for rent with the address and landlord contact information.
  - Receipts completed by the employee will not be accepted.
  - If you are renting from a family member, confirmation of the financial transaction other than a hand written receipt must be provided (i.e., cancelled check, electronic verification receipt, etc.)
- Effective November 1, 2025 - If renting from a family member<sup>1</sup>, a disclosure for the nature of the relationship and contact information will be required.

<sup>1</sup>Family members include: parent, step-parent, parent-in-law, grandparent, aunt, uncle, brother, sister, half-brother, half-sister, cousin, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouse, child, step-child, and grandchild.
- Effective November 1, 2025 - If staying in a hotel for the temporary residence, a folio report from the hotel for the entire most recent prior month to verify the number of nights stayed meets program requirements. A mixture of partial month hotel stays and commuting is not allowed.
- Effective November 1, 2025 - If staying at an RV park, multiple receipts/ledger with the address and landlord contact information along with the employee's name and address clearly stated will be required.
- Effective November 1, 2025 – Yearly recertifications will require the submission of verification documents:
  - **For Permanent Residence** – ONE of the following:
    - Prior month's utility bill,
    - Prior month's mortgage statement
    - Current lease/rental agreement signed by both lessor AND prior month's rent receipt with employee's name and address clearly stated
  - **For Temporary Residence** – ONE of the following:
    - Multiple receipts/ledger from an RV park or hotel with the address and landlord contact information along with the employee's name and address clearly stated.
    - Prior month's utility bill.
    - Professional daily, weekly, or monthly ledger with property address and employee's name.
    - Current lease or rental agreement signed by both lessor and lessee and prior month's rent receipt with employee's name and address clearly stated.

Please reach out to Dana Rupert, CSB – Room D240, if you have questions.