

Re: UCSF Traveler/Approver Training & Policy Recap

Control Points

As part of our commitment to customer service, the Disbursements Department of the Controller's Office is excited to provide training presentations for employees who travel on University business, employees who review or prepare travel expense vouchers, and employees who approve travel and entertainment expenses. If you fit into any of the above categories, please attend one of the following sessions:

Date: November 30, 2006
Time: 2pm to 4pm
Location: Mission Bay - Genentech Hall Auditorium
600 16th Street, Room LH106

Date: December 14, 2006
Time: 2pm to 4pm
Location: Parnassus Campus - School of Nursing
2 Koret Way, Second Floor, Room N225

The objective of the 2-hour training presentations is to provide travelers and approvers with an overview of the policies surrounding travel, entertainment, and meal expenses, and to define their roles and responsibilities.

We hope to see you there!

We would like to take this opportunity to remind you of some changes to the travel, entertainment, and meal expense policies that were recently announced by the Office of the President. Also, we would like to highlight some of the key points of the travel policy to help you in the preparation, review, and approval of the Travel Expense Voucher (TEV).

Recent Changes:

Increase in Travel Meals Rate

Effective for expenses incurred on or after October 1, 2006, the daily meal and incidental expense (M&IE) cap for travel within the continental United States (CONUS) has increased to \$64, up from \$50. Although the University's cap amount is tied to the maximum federal per diem, travelers may seek reimbursement only for their actual expenses in accordance with existing policy.

Increase in Entertainment Meal Rates

Effective for expenses incurred on or after October 1, 2006, the maximum meal rates for entertainment and business meeting meals have increased in proportion to the M&IE rate for travel within CONUS. The new rates are as follows (these amounts include tax, service, and delivery charges):

Breakfast	\$26
Lunch	\$38
Dinner	\$64
Light Refreshments	\$17

Exceptions are limited to 200% of the new rates and must be due to circumstances which are unavoidable or necessary to accomplish a University business purpose and must be approved by an authorized approver, or designee. Requests to exceed the 200% limit must be approved only by the President or the Chancellor. This authority may not be delegated except when the President or Chancellor is absent due to business travel, vacation, illness, or other leave.

Travel Packages Purchased from Internet Vendors Vacation packages offered through the internet should not be purchased for business related travel. Such packages generally do not provide itemized documentation, and therefore are not reimbursable by the University.

Policy Highlights:

Corporate Travel Cards

Corporate travel cards are available to employees who travel on official University business. To obtain a corporate credit card, please complete the US Bank Corporate Card application:

http://acctg.ucsf.edu/accounts_payable/ap_main_menu/us_bank_card/usbankapp.pdf

The card may be used to pay for all expenses related to business travel, including lodging and subsistence. The card may also be used to obtain cash advances for travel, and any fees associated with the advances are reimbursable by the University.

Air Travel

Coach class should be used in the interest of economy. This policy applies to all travel (domestic or foreign) regardless of the purpose or fund source. Use of business or first-class may be authorized only under special circumstances as described in the Policy and Regulations Governing Travel (G-28)

<http://www.ucop.edu/ucophome/policies/bfb/g28.pdf> . A written authorization to use business or first-class as an exception to this policy may be obtained in advance from the Chancellor or authorized designee.

Lodging

Reimbursement of lodging expenses is allowable for travel of more than 12 hours and is based on actual costs incurred for travel within the continental United States (CONUS). For travel within Alaska, Hawaii and U.S. possessions (OCONUS) and foreign destinations, travelers may request reimbursement based on the actual lodging costs or based on the applicable per diem rate.

Meal & Incidental Expenses (M&IE)

For CONUS travel of more than 12 hours, the reimbursement of M&IE is based on actual costs incurred, subject to the daily maximum reimbursement limit of \$64. For OCONUS travel of more than 12 hours, and for travel to foreign destinations, reimbursement of M&IE is based on the daily per diem rates published by US Department of State <http://www.state.gov/m/a/als/prdm/>. Payment of Expenses on Behalf of Others Travelers normally are not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance.

Spousal Travel

The travel expenses of a spouse (or equivalent) who accompanies a University business traveler are reimbursable provided it can be established that the spouse's presence serves a bona fide University business purpose. A spouse who attends a function is considered to have a business purpose if he or she has a significant role in the proceedings or makes an important contribution to the success of an event. Documentation should be provided with the Travel Expense Voucher to show that the spouse's attendance at the function meets the above conditions.

Reporting Travel Expenses

A Travel Expense Voucher (TEV) form U85-2 should be used to account for all travel advances and expenses incurred in connection with University travel. The TEV should be submitted to the campus Controller's Office together with required receipts within 21 days of the end of the trip. The TEV must be signed by both the traveler and the authorized approver.

Resources:

Accounts Payable Service Desk (415) 476-2126

Accounts Payable Manager (415) 476-8449

AP Inquiries apservicedesk@accounting.ucsf.edu

Accounts Payable Website: http://acctg.ucsf.edu/accounts_payable/index.htm

Controller's Office
November 7, 2006

Accounts Payable Forms: http://acctg.ucsf.edu/accounts_payable/forms/index.htm
Travel Policy (G-28): <http://www.ucop.edu/ucophome/policies/bfb/g28.pdf>

Rob Cotterman
Assistant Controller - Disbursements (Interim) Controller's Office
University of California, San Francisco
1855 Folsom St, Suite 425, Box 0812
San Francisco, CA 94143
Phone 415-476-8449 Fax 415-476-6168
Mobile 415-615-2146 AP Customer Service 415-476-2126