

UNIVERSITY OF CALIFORNIA

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SANTA BARBARA • SANTA CRUZ

VICE PRESIDENT— FINANCE

OFFICE OF THE PRESIDENT
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March 31, 2010

CONTROLLERS

Subject: Revised Business and Finance Bulletin G-13

Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation, has been revised to include the following changes:

- Procedures related to Senior Management Group (SMG) employees have been eliminated since expenses incurred by these individuals are covered under the Senior Management Group Moving Reimbursement policy, which became effective on August 1, 2009.
- Section IV, Definitions, has been expanded to include additional terms used in the Bulletin.
- The Appendix including the Interim Policy on Relocation Allowance has been eliminated but information related to the policy is included in Section IV.D.
- The list of reimbursable expenses for Management and Senior Professionals and Professional and Support Staff personnel has been expanded to include moving expenses typically incurred by a new appointee or a current employee. Such expenses are reimbursable, however, at the discretion of the University and are subject to the availability of funds (see Section VI.)

In addition, several technical corrections and clarifications have been made to the Bulletin, a copy of which is enclosed. The revised procedures are effective for moving expenses incurred on or after March 31, 2010. Questions about these changes may be directed to Michael O'Neill.

Sincerely

Anne C. Broome
Vice President--Finance

Attachment

Cc: Executive Vice President and CFO Taylor
Executive Vice President Brostrom

Vice President Duckett
Vice Chancellors—Administration
Executive Director Larsen
Interim Executive Director Price
Director Fox
Manager O'Neill
University Policy Coordinator Capell