

I. REFERENCES

A. ACADEMIC PERSONNEL MANUAL

Section 190 - Appendix D: Policy Governing Travel to Scholarly Meetings and Field Research Travel

Section 230: Travel Expenses for Appointees to Visiting Titles

Section 540: Travel Expenses During Recruitment

Section 570: Travel Expenses for Short-term Appointees on Extramurally Funded Projects

Section 740: Leaves of Absence/Sabbatical

B. ACCOUNTING MANUAL

[D-371-12.1](#), Disbursements: Accounting for and Tax Reporting of Payments Made through the Vendor System

[E-821](#), Senior Management Automobile Policy and Procedures

[P-196-11](#), Payroll: Accounting for and Tax Reporting of Mandatory Deductions and Insurance Benefit Contributions

[R-212-2](#), Receivables Management

[T-182-75](#), Transient Occupancy Taxes

[T-182-27](#), Taxes: Federal Taxation of Aliens

[T-182-77](#), Taxes: Taxation of Scholarship and Fellowship Grants and Educational Assistance

C. BUSINESS AND FINANCE BULLETINS

[BUS-7](#), Use of State of California Pool Cars and Garage Facilities

[BUS-43](#), Materiel Management

[BUS-46](#), Use of University Vehicles

[BUS-63](#), Insurance Requirements/Certificates of Insurance

[BUS-69](#), University Vehicle Physical Damage Self-Insurance Program

[BUS-73](#), Workers' Compensation Self-Insurance

[BUS-74](#), Business Travel Accident Insurance

[BUS-75](#), University General and Automobile Liability Self-Insurance Program

[BUS-79](#), Entertainment

[G-13](#), Policy and Regulations Governing Moving and Relocation

D. POLICIES

President's letter to Vice President--Financial and Business Management delegating authority for establishing and publishing travel policies, December 1, 1982 (DA0755).

Senior Vice President--Administration's letter to University Controller delegating authority for establishing and publishing implementing procedures and regulations, May 23, 1991.

Presidential Policy on Associate of the President/Chancellor, July 1, 1995.

Regental action specifying that travel expenses incurred by Regents for attending Board or Committee meetings or in the performance of other University business be reimbursed in conformance with the University Policy and Regulations Governing Travel, October 15, 1982.

E. PER DIEM RATES

[Maximum Travel Per Diem Allowances for Foreign Areas](#), Section 925, Supplement to the Standardized Regulations, (Government Civilians, Foreign Areas) U.S. State Department.

Prescribed Maximum Per Diem Rates for CONUS, GSA Office of Governmentwide Policy.

Official Department of Defense Overseas/OCONUS Per Diem Rates, Per Diem, Travel and Transportation Allowance Committee.

F. INTERNAL REVENUE SERVICE (IRS)

IRS Revenue Procedure 91-59, 1991-2 CB 841, Automatic Data Processing  
Records

IRS Revenue Procedure 97-22, 1997-13IRB, Electronic Record Retention Rules

IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses

G. OTHER

UC Travel Management Services (May 11, 2006)