II. DEFINITIONS

For the purposes of this Bulletin, the following definitions shall apply:

- **Business Purpose** – the business purpose of a University traveler may include activities that contribute to any one of the University's major functions of teaching, research, patient care, or public service.

- **Campus** -- the campus, Laboratory, or other official University location under the jurisdiction of a Chancellor, as defined below.

- **Chancellor** -- the chief executive officer of the campus. For the purposes of this Bulletin, the authorities and responsibilities assigned to the Chancellor are also assigned to the Lawrence Berkeley National Laboratory (LBNL) Director, the Executive Vice President--Business Operations, the Vice President--Agriculture and Natural Resources, and the Principal Officers of The Regents, for employees under their respective jurisdictions. Authority delegated to the Chancellor also may be delegated to other individuals.

- **Headquarters** -- the place where the major portion of the traveler's working time is spent, or the place to which the employee returns during working hours upon completion of special outside assignments.

- **Lodging** -- expenses for overnight sleeping facilities. Does not include accommodations on airplanes, trains, buses, or ships, which are included in the cost of transportation.

- **M&IE Reimbursement Cap –-** the maximum amount authorized for daily meal and incidental expenses established by the University for all travel of less than 30 days in the continental United States (CONUS). The cap amount is based on the highest domestic per diem rate published by the General Services Administration (GSA) for travel within CONUS. Although the University's cap amount is indexed to the maximum Federal per diem, travelers may seek reimbursement only for their actual expenses up to the cap amount (see Section VIII.B.1.a., Travel – Assignments of Less than 30 Days). For purposes of the reimbursement cap, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc.

- **Per Diem** -- the daily subsistence allowance authorized under the federal per diem rates for a location of travel. The payment of a per diem does not require supporting receipts. Per diems are authorized for all foreign travel; travel within Alaska, Hawaii, and United States possessions (OCONUS); domestic travel assignments of 30 days or more; and domestic travel assignments that exceed one year (see Appendix B). The incidental expenses portion of the federal per diem rate includes fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be

obtained at the temporary duty site; and mailing costs associated with filing travel vouchers and payment of University-sponsored charge card billings. Federal per diem rates do not include taxes on lodging, which may be reimbursed separately.

Refer to Section VIII, Subsistence Expenses, for more information on per diems.

- **Primary Agreement -** An agreement between the University of California and an awarded supplier for a specific service or commodity that is the result of a University competitive bid process. The primary agreement is established with the supplier considered to have the best combination of value and service and who obtains the most awarded quality points during the evaluation process. This supplier will be the recommended University supplier for the specific service or commodity type (at participating University locations) for the life of the agreement.

- **Reporting Period** -- the twenty-one day period within which a Travel Expense Voucher must be submitted after the end of a trip. Refer to Section XII.A, Reporting Period, for more information.

- **Residence** -- the primary residence where the traveler lives, regardless of other legal or mailing addresses. However, when an employee is required to reside temporarily away from his or her permanent residence because of official travel away from headquarters, such residence may still be considered permanent if it is unreasonable to expect the employee to move his or her permanent residence to the temporary job location.

- **Travel Expenses** -- expenses that are ordinary and necessary to accomplish the official business purpose of a trip. Refer to the following sections for a description of travel expenses eligible for reimbursement: Section VII, Transportation Expenses; Section VIII, Subsistence Expenses; and Section IX, Miscellaneous Travel Expenses.

- **Travel Status** – the period during which a traveler is traveling on official University business outside the vicinity of his or her headquarters or residence.