

III. UNIVERSITY TRAVEL POLICY

A. SCOPE

The policy and regulations contained in this Bulletin shall apply to all official University travel, including travel funded under federal grants and contracts.¹ LBNL travel is also subject to the provisions of this Bulletin, except for the following areas that are governed by the Federal Travel Regulations: the maximum per diem rates; the definitions of lodging, meals, and incidental expenses; and the regulatory coverage addressing special or unusual situations.² This Bulletin includes special rules for non-employees, such as students, visiting scholars, independent contractors, etc.

The terms set forth in an extramural funding agreement govern only when such terms are more restrictive than University travel regulations. The campuses and LBNL may adopt more restrictive procedures, if desired. In addition, the terms of a collective bargaining agreement shall govern when such terms do not conform to the provisions of this Bulletin.

B. AUTHORITIES

Travel policy issued in this Bulletin is promulgated under Presidential delegation of authority to the Senior Vice President--Business and Finance; the implementing regulations are issued under redelegation of authority to the Vice President—Finance.

C. OVERVIEW

University business travelers are strongly encouraged to purchase travel services, when available, from Preferred Suppliers with whom the University has strategic and collaborative sourcing primary agreements. Preferred Suppliers deliver competitive value in the range of services required by University travelers. Such Suppliers include airlines, car rental agencies, hotels, travel agencies, and online booking providers. Although it might be possible to obtain a lower cost from nonparticipating suppliers, use of Preferred Suppliers should, on average and over time, reduce the University's overall travel costs and provide the best value to the traveler.

¹ Pursuant to Office of Management and Budget Circular A-21, costs incurred by employees and officers for travel shall be considered reasonable and allowable only to the extent that such costs do not exceed charges normally allowed by the institution in its regular operations as a result of an institutional policy and the amounts claimed under sponsored agreements represent reasonable and allocable costs.

² Energy and Water Development Appropriations Act, 2000 (P.L. 106-60).

For more information about Preferred Suppliers, including airlines, hotels, car rental agencies, and travel agencies, see the University's online travel portal at:

<http://www.ucop.edu/purchserv/travelconnexus.html>

D. TRAVEL MANAGEMENT SERVICES

Reporting to the Vice President—Finance, Travel Management Services is responsible for administering the Travel Management Program under the general direction of the UC Travel Council.

1. Travel Management Program

The Travel Management Program is a systemwide program intended to generate maximum benefit and value for University travelers and departments. The program encompasses all aspects of University travel, including policy development, processes, planning, data management, and Preferred Supplier services and contracts.

2. UC Travel Council

The UC Travel Council, which is sponsored by the Vice President-- Finance, provides general leadership, direction, and oversight in support of the systemwide Travel Management Program. At least one representative from each campus and the LBNL shall have membership on the Council. Campuses may appoint an additional Medical Center representative for their location, if desired.

E. REIMBURSEMENT STANDARDS

It is the policy of the University that all official travel shall be properly authorized, reported, and reimbursed in accordance with this Bulletin. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the University, unless otherwise noted in this Bulletin. When a University employee travels under the sponsorship of a non-University entity, travel expenses, including advances, prepayments, or billings, shall not be charged to a University account or billed to the University; airline tickets must be obtained from the sponsor.

University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur. ***In addition, it is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this Bulletin.***

The University's travel reimbursement procedures contained in this Bulletin are designed to conform to the "accountable plan" rules published by the Internal Revenue Service (IRS). Therefore, University reimbursement of an employee's travel expenses shall not result in additional taxable income to the employee. Travel expenses considered by the IRS to be taxable income to the traveler are not reimbursable except for the following:

- Expenses for travel in excess of one year or
- Certain travel expenses related to moving a new appointee or a current employee (refer to [BFB G-13](#), Policy and Regulations Governing Moving and Relocation, for more information).

F. EXCEPTIONS

Exceptions to this policy may be authorized in writing by the Chancellor or his or her designee. Any delegation of such authority by the Chancellor must be made in writing.

Exceptions may be granted by the Chancellor or his or her designee when one is required due to extenuating circumstances. However, no exceptions shall be made to the daily M&IE reimbursement caps established for travel of less than 30 days within CONUS (see Appendix B).

Any request for an exception must document the circumstances and need for the exception. When an exception has been approved, expenses will only be reimbursed to the extent of actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. See Section XII, Reporting Travel Expenses, for more information.