

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

The Executive Vice President—Chief Financial Officer is responsible for promulgating the policies and procedures set forth in this Bulletin.

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. For more information about Connexus and our preferred suppliers, including airlines, hotels, car rental agencies, and travel agencies, see the [Connexus](#) website.

D. TRAVEL MANAGEMENT SERVICES

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).

The central Travel Management Office located in the Office of the President is responsible for administering the University's Travel Management Program under the general direction of the UC Travel Council.

1. Travel Management Program

The systemwide Travel Management Program known as Connexus is 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. After appropriate training and communication, campuses should mandate the use of Connexus in order to realize the potential savings achievable under the program (President's June 21, 2009 letters to the Chancellors).

2. UC Travel Council

The UC Travel Council, which is sponsored by the Executive Vice President—Chief Financial Officer, provides general leadership, direction, and oversight in support of the Connexus program. At least one representative from each campus and the LBNL shall have membership on the Travel 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. In general, exceptions should not be made to the daily M&IE reimbursement cap established for travel of less than 30 days within CONUS (see Appendix B) unless necessitated by the business requirements of the trip. For example, an exception to the daily M&IE reimbursement cap may be required for athletic team training meals that involve specific nutritional requirements.

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.