



EXECUTIVE VICE PRESIDENT –
BUSINESS OPERATIONS

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April 9, 2008

**CHANCELLORS
DIRECTOR – LAWRENCE BERKELEY NATIONAL LABORATORY**

Business and Finance Bulletin [G-28](#), *Policy and Regulations Governing Travel*, has been revised to include the following changes:

- Section III.C. has been revised to state that travelers are strongly encouraged to purchase travel services from the University's Preferred Suppliers, a list of which may be found online at the travel portal address published in this section.
- Section III.D. has been added to describe the responsibilities of the University's Travel Management Services office.
- Section III.F. has been revised to provide that no exceptions shall be made to the daily meals and incidental reimbursement (M&IE) cap for travel of less than 30 days within the continental United States.
- Section VIII.B.1.a. has been revised to state that M&IE cap should not be claimed as a per diem and that departments should require travelers to submit meal receipts if travelers routinely claim the maximum amount reimbursable.
- Section XI.B.2.b has been revised to clarify that prospective employees may be reimbursed for one round-trip coach airfare for each round of interviews.

In addition, several technical changes and clarifications were made. Questions about these revisions may be directed to Manager Michael O'Neill.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katherine N. Lapp'.

Katherine N. Lapp
Executive Vice President

Attachment

cc: President Dynes
Members, President's Cabinet
Principal Officers of The Regents
Universitywide Policy Office