



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –  
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, California 94607-5200

August 1, 2006

## CHANCELLORS

### **RE: Revised Reporting Requirements in Support of Official Responsibilities**

Dear Colleagues:

In December of last year, Senior Vice President Mullinix issued *Implementing Requirements on Expenses Incurred in Support of Official Responsibilities of the President and Chancellors*. Those Requirements have since been published as Business and Finance Bulletin G-45.

The Requirements have recently been revised to include the following clarifications:

1. The first Annual Report of Fiscal Year Expenses will be for the period January 1, 2006 to June 30, 2006.
2. Expenses paid on behalf of the Officer include payments made directly to a vendor, credit card, or another individual, and recharges paid to another University department.
3. Further guidance is provided on the rule limiting housekeeping services to once a week.
4. The 25% limit on personal services performed by staff is measured on an annualized basis.
5. Entertainment expenses to be reported are those charged to the Officer's departmental funds.
6. The staff time and effort reports must be signed by the Chancellor acknowledging that the Chancellor has been provided with a copy of the report.
7. The due date for the Annual Report of Taxable Expenses has been changed to November 15th.

A copy of the revised Requirements is enclosed. Any questions about these Requirements may be directed to Manager Michael O'Neill.

Sincerely,

A handwritten signature in black ink, appearing to read "Wyatt", written in a cursive style.

Wyatt R. Hume  
Provost and Executive Vice President  
Academic and Health Affairs

Attachment

cc: President Dynes  
Members, President's Cabinet  
Academic Council Chair Oakley  
Principal Officers of The Regents