

Please share this with your department leaders, managers, and supervisors.



NOVEMBER 2017 BLAST – HOLIDAY FESTIVITIES

UCOP senior leaders will be hosting the 2017 UCOP Season of Gratitude Celebration on Thursday, December 14 in the Franklin Building. The festivities begin at 2:30pm and will offer a variety of ways to say “Thank You.”



In light of the above, this is a gentle reminder that the BRC may ask for additional information and a pre-approval for department meetings and events that are scheduled in November and December that may appear to be counter to the message below:

The following was included in a letter from EVP/COO Rachael Nava on May 31, 2017:

As has been the case in prior years, no morale-building activities scheduled between November 15 and December 31 will be reimbursed due to the conflict with the management paid and sponsored End of the Year events.

The UCOP event does not preclude departments from holding their own events as well, as is often done towards the end of the year. However, all charges for those events, including supplies and decorations, must be paid using only personal funds from staff. These expenses will not be reimbursed by the University.

HAPPY HOLIDAYS FROM THE BRC!

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

brcaccounting@ucop.edu Amy – Team Lead

brcpolicycompliance@ucop.edu Amy – Team Lead

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