



## OCTOBER 2017 – G-28 TRAVEL POLICY CHANGES

In UCOP's continuing effort to review and improve policy and procedure, UCOP has adopted the following changes to the G-28 Travel Policy.



### Meals and Incidental Expenses – NEW LIMIT of \$62

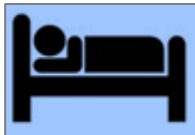
**Current Policy:** For travel assignments of less than 30 days within the continental United States, the reimbursement of the daily Meals and Incidental Expenses (M&IE) shall be based on the actual amounts incurred. The M&IE cap of \$74 per day shall not be treated as a per diem, and is limited to actual reasonable costs. Travelers should be required to submit meal receipts if it appears that they are treating the cap as a per diem by routinely claiming the full M&IE amount.

**Change to Policy: Effective October 15, 2017, the new M&IE cap will be \$62 per day.**

### CONUS Lodging Expenses – NEW CAP of \$275 nightly rate

**Current Policy:** The reimbursement of lodging expenses states that it must be reasonable for the location of travel (if business travel is under thirty days; otherwise it is the federal lodging per diem for the location if over thirty days). It is recommended that when lodging expenses exceed 200% of the federal per diem for the locality of travel, the traveler submit additional documentation supporting the higher lodging rate incurred.

**Change to Policy: Effective October 15, 2017, Hotel rate will be capped at \$275 per night for trips within the lower 48 states, before taxes and other hotel fees.** If the traveler is in a higher cost city and is unable to secure a room at or below \$275, the traveler must submit written justification as to why a rate under the cap could not be obtained and provide screen shots of price comparisons within the proximity of the meeting location. The price comparison should be performed at the time of booking.



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