



EXECUTIVE VICE PRESIDENT - CHIEF OPERATING OFFICER

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200
510/987-0500

April 19, 2018

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Subject: New daily maximum limit of business meals for UCOP-only meetings

Colleagues,

According to a State Auditor recommendation, the Office of the President was asked to reevaluate reimbursement rates for business meals for UCOP staff-only meetings. An analysis was completed by the Event Services Group and Business Resource Center which indicates that the volume of UCOP staff-only meals is low and it is rare for a meeting to include several meals within a day.

Based on this review, a lower daily business meal maximum is reasonable. Therefore, effective immediately, the maximum per person expenditures for UCOP staff-only meeting meals will be reduced from the current maximum to a new maximum of \$74 per day.

In addition, meetings must be at least three hours in duration and include the normal meal period for breakfast, lunch, and/or dinner and must also meet the three hour minimum for light refreshments. For further details, please see the attached Frequently Asked Questions (FAQ) document.

April 19, 2018

Page 2

These rates should be achievable for any meetings held at a UCOP facility or nearby conference center (CSU East Bay, OCC, etc.) where an outside caterer can be hired. Any UCOP staff-only meeting above these new rates must receive exceptional pre-approval as outlined [here](#). Any exceptions also require pre-approval before financial commitments are made with vendors. Please note, meetings that include outside or campus participants cannot exceed the maximum per person rates and reasonableness guidelines as outlined in Appendix A of UC Policy BUS-79.

If you have questions, please contact Thera Kalmijn, Executive Director of UCOP Operations. Please distribute this notice as warranted throughout your organization.

Thank you for your continued leadership and collaboration.

Sincerely,

A handwritten signature in black ink that reads "Rachael Nava". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rachael Nava
Chief Operating Officer and Chief of Staff to the President

Attachment

cc: Chief Strategy Officer and Associate Vice President Nelson
Executive Director Kalmijn
Department Budget Liaisons
Division Chiefs of Staff