



JANUARY 2020 BRC BLAST – OUTSIDE CONTRACTOR TRAVEL

BRC Service Enhancement

In 2019, the BRC began the process of evaluating the service needs of departments with regard to outside contractor (vendor) travel. The goal was to better understand and address the challenges that both departments and their vendors face with regard to travel invoice payments. Following comprehensive input from departments through surveys and a focus group, the following changes are being implemented:

- Outside Contractors will receive travel guidelines from UCOP Local Procurement along with Terms and Conditions when new contracts with travel are executed
- Outside Contractors under existing contracts will receive travel guidelines as needed
- Review of Outside Contractor invoices with travel has been streamlined to reduce steps and touches
- An Excel template is now available to Outside Contractors for organizing and itemizing travel expenses
- Invoice Correction Notices are an option for adjustments so that Outside Contractors don't have to reinvoice
- Additional resources on outside contractor travel will be available on the BRC website

It is our hope that these changes will better inform vendors before they begin work regarding travel resources and policy, and improve the efficiency of the payment process when travel is involved. We welcome department feedback at BRC-CAAP@ucop.edu as we embark on these changes because your continued input will help us refine our processes even further to better meet your needs.

Refer to our Travel Guidelines for Outside Contractors page for more details on this enhanced process.

YOU CAN REACH US AT:

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