

MODEL COMMUNICATION

The University of California Office of the President invites comments on a proposed revision to Presidential Policy Business and Finance Bulletin G-28: Travel Regulations. The proposed policy revision includes the following key issues:

- Incorporate Internal Audit Recommendation to include requirement for documentation to support business or first class travel.
- Incorporate Internal Audit Recommendation to include the need to document the business purpose of each day of travel.
- Addition of a new section within policy that addresses sustainable travel recommendations.
- Gender-neutral language

If you have any questions or if you wish to comment, please contact _____ at _____, no later than _____, 2020.