



OFFICE OF THE EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
1111 Franklin Street, 6th Floor
Oakland, California 94607-5200

February 24, 2020

CHANCELLORS
ACADEMIC COUNCIL CHAIR BHAVNANI
LABORATORY DIRECTOR WITHERELL
ANR VICE PRESIDENT HUMISTON

Re: Systemwide Review of Proposed Presidential Policy “Travel Regulations”

Dear Colleagues:

Attached for Systemwide Review is a revision to Presidential Policy, Travel Regulations.
The current version of the policy is posted here: <https://policy.ucop.edu/doc/3420365/BFB-G-28>.

The main changes in this revision are:

- 1). Incorporation of the Internal Audit recommendations regarding documentation necessary to support first or business class travel, and the need to document the business purpose of each day of the trip;
- 2). Update the policy for the new IRS business mileage reimbursement rate effective January 1, 2020;
- 3). Substitute gender-neutral language throughout the policy;
- 4) Add a new section on sustainable travel; and
- 5). Clarified what is included in the foreign per diem and link to the Department of State website in Appendix B.

All of the comments received were reviewed and where possible, incorporated into the policy that is submitted for systemwide review.

Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Director, Lawrence Berkeley National Laboratory, the Chair of the Academic Council, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, affected employees, and union membership about policy proposals. Systemwide Review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy. Attached is a Model Communication which may be used to inform non-exclusively represented employees about this proposal. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than May 26, 2020. Please submit all comments to John.Barrett@ucop.edu. If you have questions, please contact John Barrett at (510) 987-0903.

Systemwide Review
February 24, 2020

Sincerely,



Peggy Arrivas
AVP- Systemwide Controller

Enclosures:

- 1) Presidential Policy BFB G-28 Travel Regulations (clean copy)
- 2) Presidential Policy BFB G-28 Travel Regulations (redline copy)
- 3) Model Communication

cc: President Napolitano

Provost and Executive Vice President Brown
Executive Vice Chancellors/Provosts
Executive Vice President and Chief of Staff Nava
Senior Vice President Bustamante
Acting Vice President Lloyd
Vice Provost Carlson
Vice Provost and Interim Vice President Gullatt
Vice Chancellors/Vice Provosts of Academic Personnel/Academic Affairs
Academic Personnel Directors
Deputy General Counsel Woodall
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Executive Director Chester
Executive Director and Chief of Staff Henderson
Executive Director Peterson
Chief of Staff Levintov
Chief of Staff Peterson
Director Grant
Director Lee
Manager Donnelly
Manager Smith
Manager Crosson
Analyst Wilson