G-28 POLICY CHANGES
Jim Corkill, Controller
Steve Kriz, Assistant Director
WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
• Sessions are conducted via Zoom and will last no longer than 30 minutes
• Participants will be muted during the session
• Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
• The Mini Tune-up website will be updated with session details and information
CHANCELLORS
LAWRENCE BERKELEY NATIONAL LABORATORY DIRECTOR
MEDICAL CENTER CHIEF EXECUTIVE OFFICER
VICE PRESIDENT—AGRICULTURE AND NATURAL RESOURCES

Dear Colleagues,

Attached is the revised University of California RF-B G-28 Travel Regulations Policy. The core changes that are effective October 15, 2017, relate to travel within the continental U.S. under 30 days and include the following:

- A new section addresses the California State law prohibiting State-funded travel to certain states that is reenacted by AB 1897.
- Revised policy on rental vehicles allows the use of motorcycles in foreign locations when automotive transportation is not an available option.
- Direct billing to the University is permitted for rental car changes within parameters established by the controller's office.
- Air travel reimbursement is clarified to address auxiliary charges imposed by airlines and the types of extra charges that can be reimbursed at the discretion of each campus Chancellor.
- Travel-related expenses may be charged to the University under certain conditions when such expenses are to be reimbursed by a third party.

The revisions were undertaken with assistance from the Office of the General Counsel, Labor Relations, outside tax counsel Brett Harding, Academic Personnel, the Provost's Office, Human Resources Policy, Risk Services, and the Campus Controller. The Executive Budget Committee and Faculty Welfare Committee leadership were consulted as well.

The RF-B G-28 Travel Regulations policy changes are effective October 15, 2017, and this policy will be published online at http://policy.ucop.edu.

Yours very truly,

Janet Napolitano
President

Enclosure

Chancellors et al.,
October 13, 2017
Page 2
Daily Meals and Incidentals

- reduction in the lower maximum daily meals and incidentals reimbursement from $74 to $62; and

- Effective October 15, 2017
- Travel within the continental U.S. under 30 days
G-28 Travel Regulations Policy Changes

Lodging Reimbursement

• establishment of a maximum lodging reimbursement rate of $275 per night, before taxes and mandatory hotel fees. Exceptions are allowed if a hotel rate at $275 is not available. Traveler must submit additional documentation, such as price comparisons within the proximity of the meeting location, that supports the higher lodging rate incurred. Price comparisons should be performed at the time of booking. Pre-arranged conference lodging rates in excess of $275 per night do not require an exceptional approval.

• Effective October 15, 2017
• Travel within the continental U.S. under 30 days
G-28 Travel Regulations Policy Changes

BFS Travel and Entertainment Website

2017 G-28 Policy Changes
G-28 Travel Regulations Policy Changes

Questions and Answers
State audit tallies waste and fraud by employees

Six verified cases, such as sleeping on the job, cost taxpayers more than $19,000.

BY MORGAN COOK

SAN DIEGO — A UC Davis professor spent $966 for three limousine trips and collected $897 in other improper travel reimbursements during two months in 2015, according to a new state report.

A state Department of Industrial Relations employee was photographed numerous times sleeping at his work station or texting and reading on his personal cellphone. His "down time" cost taxpayers about $1,200, a state report says.

A UC DAVIS professor took three limousine trips and collected other improper travel reimbursements that cost taxpayers about $1,200, a state report says.
Q: G-28 states that expenses equal to $75 or more require documentation. The assumption has always been that expenditures less than $75 do not require documentation. Recently, Accounting has demanded receipts, or a Missing Evidence Form for every single receipt regardless of the amount. Will this practice continue, and if so, will the new changes in G-28 document this new requirement?

A: While receipts are not required for travel meals less than $75.00, a daily meal log is required identifying each meal by date and amount. The meals log is a component of the Substantiation requirements for every TEV. There are 3 components of the TEV:

**Substantiation Requirement**
- Date and time of Departure and Return
- Origin and Destination
- Purpose – What is the business benefit derived
- Amount of Each Expense listed by Date and Amount

**Documentation Requirement:** Documents Required with TEV
- Airline
- Hotel
- Meals of $75 or more

**Certification Requirement**
Traveler must sign certifying that the amounts claimed are a true statement of the expenses incurred on official University Business.
G-28 Travel Regulations Policy - Questions

Q: Travelers today have a wide variety of choices when it comes to airlines. In an effort to save money, many use discount airlines that offer great savings, but nickel and dime you for everything from baggage to seat assignments. We have had travelers claim these extra expenses and Accounting has denied the expenses. Will the changes to G-28 address these extra charges?

A: Coach class or any Discounted Class is allowed in G-28. A new section has been added to allow campus level policy regarding Ancillary Charges. UCSB will be working on getting a local policy on Ancillary Charges. Historically, UCSB has approved extra charges for baggage without exceptional approval.
G-28 Travel Regulations Policy - Questions

Q: G-28 provides for the reimbursement of rental cars up to an Intermediate Car. On occasion travelers will book an Economy car and receive an SUV at the rental agency for the same price as an Economy car. Accounting has been rejecting these based solely on the size of the vehicle, not on price. Will there be changes in G-28 to address this situation?

A: Up to an Intermediate Class Vehicle is provided for in G-28. Designation is usually provided on the reservation and invoice from major rental car agencies. Policy allows for no-cost upgrades. In order to do this, you will need to provide documentation from the agency that identifies the following: Vehicle Class Charged and Vehicle Class Rented. There are cases where a larger car is required in order to accommodate multiple travelers or a specialty vehicle to accommodate a specific location or terrain. Motorcycles can be rented only if cars are not available at a travel location.
Q: Is gum reimbursable on a Corporate Card?

A: The $62 daily limit is for Meals & Incidental Expenses (M&IE). If a traveler requires gum for a trip, then gum can be claimed as part of M&IE.
Q: Is it true that the UCSB Accounting Office only needs to be concerned with meal expenses that are $75 or more, per UC Policy?

G-28 Travel Regulations Policy - Questions

Q: We have gotten TEVs kicked back because we didn’t provide itemized meal receipts. Doesn’t G-28 state that receipts are not required? We require receipts at the department level because we reimburse actual expense, not per diem, so why does Accounting kick back my TEV when I have not included receipts?

A: While actual receipts may not be required, a meal log reporting each actual meal is required by policy. Some departments require employees to provide all meal receipts. Requiring receipts is probably the best way to substantiate and document that a traveler is claiming actual expense.

Reimbursement Worksheet
Q: What if someone has booked a hotel room above the $275 rate prior to 10/15/2017 and does not have a comparison for the reimbursement?

A: The Lodging Limit Justification Form has a box to check if the traveler books a room prior to 10/15/2017.
Q: G-28 states: Headquarters: The place where the major portion of the traveler's working time is spent or the place to which the employee returns during working hours upon completion of special outside assignments. Could a UCSB employee have a headquarters in LA? We have faculty who live in LA and travel to campus once per week but otherwise work from LA. Would this mean headquarters is in LA?

A: A UCSB employee could have a headquarters in Los Angeles and travel to UCSB on a weekly basis. However, there are very specific guidelines and requirements that must be met and we recommend getting approval from departmental management and UCSB travel accounting before agreeing to reimburse travel expenses for employees that live in Los Angeles or other locations outside commuting distance from UCSB.
Q: What if someone has booked a hotel room above the $275 rate prior to 10/15/17 and doesn't have a comparison for the reimbursement?

A: The Lodging Limit Justification Form has a box to check if the traveler books a room prior to 10/15/2017.
Q: Rental Car Direct Billing….does the campus have established procedures for this? If yes, what are they?

A: Direct billing for car rental is not currently available at UCSB. Additional work is required in order to assess administrative and accounting requirements as well as risk evaluation. We encourage all travelers to use Connexxus to book rental cars.
G-28 Travel Regulations Policy - Questions

Q: Could you please go over the actual break-down of the meal expense allowance for breakfast, lunch, dinner and incidentals, since there is a new allowance of $62.00?

A: G-28 calls for actuals up to $62 daily maximum for Meals & Incidental Expenses. That being said, there is no breakdown by meal type. If a department wants to reduce the daily maximum for special situation by subtracting one or more meals, then the department should come up with a breakdown for its purposes.
Q: What are the specific effective dates for travel and entertainment already in progress. Will it be retroactive to 10/15/17 when the policy was updated? Or moving forward as of now?

A: We recommend that departments should make their best efforts to notify travelers about the change in maximum daily rates. If travel was initiated prior to 10/15/2017, actual expense up to $74.00 will be accepted. Travel that starts after 10/15/2017 should be limited to actual expense up to $62 per day.
G-28 Travel Regulations Policy - Questions

Q: Now that the daily meal allowances are lower, should we continue to adhere to the government cap for the city in which a conference occurs?

A: The daily meals allowance applies to all cities located in the continental U.S.
Q: Will there be changes in the entertainment limits?

A: As of now, there has been no change to the entertainment limits.
Q: It would be helpful to have more guidance from BFS about partial days at the beginning and end of a trip for meal reimbursement. Although there is guidance from GSA for what a specific meal should cost, will there be anything from BFS for departments to use to help implement this? Currently we are using a best practice model, but it can be difficult to enforce because there isn’t a local policy about it.

A: Because G-28 does not directly address partial days in the context of Meals and Incidental Expense, BFS is not in a position to provide guidance in this area. However, each department can impose a more restrictive cap on actuals claimed by its travelers.
G-28 Travel Regulations Policy - Questions

Q: We struggle with getting correct information from corporate card statements in a timely manner or at all. Do you expect that processors will have better access to online accounts at any point? Also, is BFS looking at another vendor that will allow a longer payment deadline period? By the time we get the receipts back, get it processed, and have it go through BFS, it is often passed the deadline and we are charged fees.

A: BFS is currently looking into providing more access to USBank transactional information to help facilitate payment on Corporate Cards.
Q: Will our campus have a local policy around ancillary airfare charges? Also, this is related to the updates but could you please clarify whether or not corp card late fees are reimbursable? Policy says they aren't however a cardholder was told that they could get them reimbursed and that this had been done for them in the past.

A: BFS is working with the campus leadership to come up with local policy concerning Ancillary Airline charges. Corporate Card late fees are not reimbursable.
G-28 Travel Regulations Policy - Questions

Q: According to the GSA, there is no M&I breakdown for $62. There is $59 and $64. Would there be a recommended breakdown for each meal?

A: The $62 is a daily cap on actuals. Since $62 is a daily cap, BFS does not plan on providing breakdowns for each meal.
Q: Can you define (regarding lodging) "proximity to meeting location" - a specific mile range, block range, taxi ride range?

A: Departments and travelers should use their best judgement when booking travel within a reasonable distance from the meeting place.
Q: When will a revised domestic travel worksheet be available with the new caps?

A: The domestic travel worksheet has been updated with the new caps.
G-28 Travel Regulations Policy - Questions

Q: We keep receiving a TEV back where the traveler used Expedia to book their airfare and lodging. Last return said we can no longer use Expedia to book travel based on G-28, but I don't see that in the regulations. Please elaborate what the problem is with this and what we can do to eliminate this issue moving forward.

A: Please see G-28 Page 42 - Travel Packages Purchased From Internet Vendors.
Q: Jim mentioned during the tune up that we can spend all of the daily amount on one meal. This does not seem like a good business practice. For example, often times breakfast and lunch is provided by a conference. Does this then mean the traveler can then spend $62 on dinner? Talk about perception, this does not seem like a best practice. Can you give us some guidance with this situation?

A: The following is an excerpt from G-28: "University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur. In addition, it is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this Bulletin." That being said, if a traveler is claiming actual expense for travel, and in a responsible and ethical manner, then the University should not be at risk. A department can provide more restrictive requirements and reduce the daily maximum rate when meals are provided by a conference.
G-28 Travel Regulations Policy - Questions

Q: If we are not abiding the GSA per diems, how do we determine partial days of travel at the begin and end of a trip? Or, if a conference pays for breakfast and lunch? Do we just give the travel $62 no matter what per day?

A: G-28 calls for actuals up to $62 daily maximum for Meals & Incidental Expenses. That being said, there is no breakdown by meal type. If a department wants to reduce the daily maximum for special situation by subtracting one or more meals, then the department can impose a more restrictive cap on actuals claimed by its travelers.
Q: What about when grad students share a room? Can each person claim up to $275 per night?

A: The room rate is a per room maximum.
Q: Sorry, I thought you stated meal receipts over $62 but under $74 up until today will still be accepted for those who are currently on a business trip, is this correct?

A: BFS will exercise some latitude when it comes to daily meal caps between 10/15/2017 and 10/31/2017 for travel that commenced prior to 10/15/2017. Travel commencing after 10/14/2017 should use the $62 daily cap on actuals.
Q: A traveler brings in receipts for lodging after the trip has taken place, and the hotel rate is over $275 daily rate (Domestic trip, less than 30 days). The traveler does not have any documentation of "lodging search results made at the time of booking". If the department cannot determine whether or not the hotel reservation was booked at a discounted rate or booked with lowest reasonable rate, what steps should the department take to reimburse the traveler for the lodging?

A: If the traveler is unable to provide proof, then department should contact Annette Gonzales or Steve Kriz directly.
Q: Can a Mini Tune-Up similar to the, “G-28 Policy Changes” be done for Form 5 reimbursements? A reminder of what is acceptable/unacceptable for proof of payment can help. What are the most common issues Accounting has with Form 5/Miscellaneous Reimbursements?

A: This is a good idea. BFS will work to develop content for more Mini-Tune-Up session that provide tips and guidance to help facilitate the expense reimbursement process.
Q: Why are “wet” traveler signatures required on TEVs? Is this part of G28 or a new UCSB policy? In recent months, TEVs have started to be returned whenever an original traveler’s signature is not received by Accounting (printouts of scanned copies are not accepted). The instructions we have received require departments to work with travelers who are off-site to do one of two options: 1. The department must mail or scan & email a copy of the completed TEV to the traveler who then signs it and returns it to the department via a paper postal system such as USPS. OR 2. The traveler must send the department an email with the following statement (simply replying via email that they agree to the statement the department writes is insufficient, only reiteration of the statement from the traveler is accepted): I, (traveler's name), certify that the expenses of $XX.XX claimed on voucher # XXXXXX were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy. As many departments host prestigious guests from various locations, including guests from out of the country, this can sometimes be awkward to request and cause significant delays in reimbursements (and make the 45 day window very tight). It would be helpful for departments to have an justification that they can stand behind when explaining to travelers that expenses cannot be reimbursed unless/until this “wet” signature requirement has been met. Thank you.

A: Thank you for the question. BFS has provided guidance on what types of signature are acceptable. While it may be a burden to request signatures from certain visitors, a key element of the Travel Expense Voucher is the Certification section described on Page 43 of G-28.
Q: What is recommendation for M&I reimbursement if 2 of the 3 meals are provided at the conference (e.g. breakfast and lunch are provided, but not dinner)? How much can a traveler claim for each day? Thanks!

A: G-28 calls for actuals up to $62 daily maximum for Meals & Incidental Expenses. That being said, there is no breakdown by meal type. If a department wants to reduce the daily maximum for special situation by subtracting one or more meals, then the department can impose a more restrictive cap on actuals claimed by its travelers.
Q: When a traveler is claiming actuals on foreign travel, but has not provided receipts, is the meal log enough to substantiate those expenses?

A: Yes
Q: How many quotes should we require to prove that lodging rates are not available below $275?

A: Travelers should make a good faith effort to find lodging for $275 or less per night. In most locations, finding lodging under $275 should not be a problem. BFS is looking for some form of evidence that the traveler made an effort to find lodging a rate no more than the $275 daily rate.
Q: We had an incident where an employee requested an intermediate vehicle online and nothing was available, so he reserved the next one which was a standard vehicle that was available at the UC rate. Will that be reimbursable?

A: The rental car invoice should show that the traveler was charged for an Intermediate Car. If the invoice supports an attempt to secure an intermediate class vehicle, there should not be an issue.
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• Submit additional questions for this session (up to 3 days after session)
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

WRAP UP