UNIVERSITY OF CALIFORNIA

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EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12h Floor
Oakland, California 94607-5200
510/987-9029

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VICE CHANCELLORS – ADMINISTRATION
VICE CHANCELLORS – PLANNING AND BUDGET

Subject: Revised Guidelines for Reimbursable Travel Expenses for Remote Work

As a result of the COVID-19 pandemic, the nature of work at University of California is changing and now regularly includes workers who are performing their duties away from campus locations. The current Business and Finance Bulletin G-28, *Travel Regulations*, does not contemplate remote or hybrid workers, and as such is in process of being revised. In the meantime, we are providing this update related to reimbursable travel expenses for remote work, to expedite decision-making at the locations while the policy is being updated.

For purposes of this interim guidance, employee work status is divided into three categories – in office, hybrid and remote. These determinations are made by each location and subject to local procedures. In office and hybrid employees are not eligible for reimbursement for travel to their respective University location.

Remote employees are eligible for reimbursement for travel to their University location when University business requires their presence on site. Reimbursement is applicable if the University location is 50 miles or more from their remote work location (home office, other remote location – an approved alternative worksite). Such reimbursements for this business-related travel are not taxable to the employee if they otherwise follow the substantiation requirements in G-28. This guidance is applicable for travel beginning on or after the issuance of this letter.

Sincerely,

Nathan Brostrom
Executive Vice President and
Chief Financial Officer