Date: June 30, 2020
To: Division of Finance and Administration Cabinet
From: Ronald Cortez, Chief Financial Officer and Vice Chancellor
Subject: DFA Travel & Entertainment Guidelines

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<th>Responsible Officer:</th>
<th>Assistant Vice Chancellor DFA Support Services</th>
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Budget control measures are being implemented immediately to help maintain fiscal stability during the economic uncertainties of the months (and possibly years) ahead. The following policies are in effect until further notice for the Division of Finance and Administration. These plans supersede my previous memos dated October 6, 2017 and January 28, 2019 which addressed these same topics.

Funding Sources
Core funds may not be used to fund travel and/or entertainment expenses. Other resources must be identified for these purposes.

Annual Budget
Each department in DFA has a travel budget line item. The manager responsible for the budget must review and confirm there is sufficient funding to cover the cost of travel being requested.

Allowable Travel
All university travel must have a business purpose as defined in UC policy G-28. In addition, DFA employee travel will only be allowed when it is required e.g., to participate in a job-mandated certification exam, to obtain job-mandated professional license, to maintain compliance with an external agency, or to comply with laws or statutes. All optional travel requires my exceptional approval via the Travel & Training Development Pre-approval form. It is recommended that traveler completes this process well in advance, in order to allow adequate review/approval time and to increase opportunities for discounted early-bird rates.

Out-of-State Travel Pre-Approval
All out of state travel must be justified as essential and approved by the CFO and Vice Chancellor of DFA prior to any commitment or actual expense being incurred. Employees requesting out-of-state travel must complete the Travel & Training Development Pre-approval form. It is recommended that travelers complete this process well in advance, in order
to allow adequate review/approval time and to increase opportunities for discounted early-bird rates.

**Entertainment Meals (non-travel related)**

When an event’s participants are DFA employees only, the cost for meals may be funded but only if the business purpose is one of the following two event types: 1) on-the job meals 2) employee morale building activities. Per policy, employee morale building activities require an additional level of approval, and state funds cannot be used.

For meetings with the business purpose of business meetings, programmatic events, recruitment, or entertainment, these expenses cannot be charged to the University if all attendees are DFA employees.

**Itemized Receipts Required for Travel & Meals**

UC policy G-28 "Travel Regulations" notes that receipts are required for meals of $75 or more. However, UCI policy 715-01-A.1 "Travel & Transportation" states that “Certain UCI department/unit travel policies may be more restrictive than the University regulations and should be reviewed prior to making travel arrangements.” DFA will continue to adhere to more restrictive practices which require itemized receipts for travel reimbursements, including for all meals, regardless of dollar amount.

Please share this information with the appropriate members of your team.

**APPROVED:**

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration

**Supporting Documents and Policies:**

- UC policy G-28 - Travel Regulations
- UCI policy 715-01 - Travel & Transportation
- UC policy BUS 79 - Expenditures for Business Meetings, Entertainment, and Other Occasions
- UCI policy 701-20 Business Meetings and Entertainment

**cc:** Margaret Fukushima-Carreras, Travel Assist Manager, Accounting and Fiscal Services
Tanya Harris, Accounts Payable Manager, Accounting and Fiscal Services