

ICOC Meeting of April 7, 2005
Agenda Item 5
Recommendations for Travel Reimbursement Policy
for ICOC Members and CIRM Staff

Background

Currently the members of the Independent Citizen's Oversight committee (ICOC) and the staff of the California Institute for Regenerative Medicine (CIRM) are allowed reimbursement for the cost of travel using policies adopted by the Department of Personal Administration (DPA) for all state agencies under the Executive Branch. These policies were adopted by the Acting Interim President under the authorities given to him by the ICOC at the January 6, 2005 meeting.

A summary of the major elements of these policies is given in Attachment A.

Discussion

Proposition 71 allows the ICOC to establish travel policies for ICOC members and CIRM staff, as follows:

- Health and Safety Code Section 125290.45 (b) (2) allows an ICOC member to be reimbursed for the "...reasonable and necessary travel and other expenses incurred in the performance of the member's duties."
- Health and Safety 125290.45 (b) (4) allows the ICOC members to "...set compensation for the chairperson, vice chairperson and president and other officers and for the scientific, medical, technical and administrative staff of the institute within the range of compensation levels for executive officers and scientific, medical, technical, and administrative staff of medical schools with the University of California (UC) system and the nonprofit academic and research institutions described in paragraph (2) of subdivision (a) of Section 125290.20."

This allows the ICOC to adopt UC travel reimbursement policies for ICOC members and CIRM staff. The major differences between the UC and DPA policies are as follows:

- Lodging: DPA rules for travel inside California set limits on lodging while UC allows actual reasonable and necessary cost.
- Meals and Incidentals for 24 hours or more: UC allowances for meals and incidentals are higher. DPA rules set limits on each meal (up to a total of \$40) while UC allows up to \$50 for the cost of any meals and incidentals for each period of 24 hours or more.
- Meals and Incidentals for less than 24 hours: UC rules allow up to \$33 for the cost of meals and incidentals for each period of 12 or more hours but less than 24, but

allows nothing for a period of less than 12 hours. An exception is allowed for meals that are an integral part of a business meeting. DPA rules allow for meals incurred in a trip of less than 24 hours provided the trip begins before 6:00AM (for breakfast) or ends after 7:00PM (for dinner). Nothing is allowed for lunch unless it is an integral part of a business meeting and the limit is \$10.

- Contracted Meals: DPA rules allow for a contracted meal for ICOC members and staff on meeting days with a limit on cost per person but UC allows actual reasonable and necessary costs.
- Receipts: DPA rules require receipts for meals but DPA does not.
- Private Vehicle Use: UC rules allow for \$.40.5/mile while DPA allows \$.34/mile.

Recommendation

ICOC should adopt the UC travel reimbursement rules for all members and CIRM staff with the following exceptions:

- Meals and Incidentals for less than 24 hours: Follow DPA rules by allowing up to \$33 per day for meals related to trips of less than 12 hours provided the trip began prior to 6:00AM or ended after 7:00PM. Also, allow up to \$13 for lunch when it is an integral part of a business meeting.
- Receipts: Follow DPA rules by allowing reimbursement for meals and incentives without receipts.

The ICOC should adopt these rules effective April 7, 2005.