

## **CONSIDERATION OF POLICY AND REGULATIONS GOVERNING TRAVEL FOR ICOC MEMBERS**

### **Recommendations**

The Chair and the Vice Chair of the Board and the Governance Subcommittee recommend for approval to the ICOC the Policy and Procedures Governing Travel for CIRM staff and Working Group members for use by the ICOC members (Attachment I).

### **Background**

Originally, both ICOC members and staff of the California Institute for Regenerative Medicine (CIRM) were allowed reimbursement for costs 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 their January 6, 2005 meeting.

On March 1, 2005, the ICOC discussed and approved a travel policy in accordance with DPA for both ICOC members and staff.

At its December 4<sup>th</sup>, 2006 meeting, the Governance Subcommittee voted to recommend to the ICOC for approval the new Policies and Regulations Governing Travel for CIRM staff and Working Group members. The ICOC approved these recommendations at its December 7<sup>th</sup>, 2006 meeting. These new Policies and Regulations adopted existing University of California (UC) travel reimbursement policies, which have proven to be a straightforward and auditable administrative practice that provides reimbursement for reasonable and necessary travel expenses.

At this time, however, the Policies and Regulations adopted in December 2006 do not apply to the ICOC. The State Auditor noted this discrepancy in her recent Audit Report. The action requested today will address the following recommendation as cited in the February 27, 2007 report:

*The committee [ICOC Board] should adopt the same travel reimbursement policy for its members that will result in the reimbursement of reasonable and necessary expenses, as stated in the act, and that address the concerns we raised in the report.*

Proposition 71 allows the ICOC to establish travel policies for ICOC members, 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."*

This statutory provision and the conclusions of the State Auditor support the ICOC's adoption of the Policy and Regulations Governing Travel for CIRM staff and Working Group members (which incorporates UC travel reimbursement policies) for ICOC members as well.

**Description**

The approved Policy and Regulations Governing Travel for CIRM staff and Working Group members can be found on Attachment I. This policy closely follows the UC Policy and Procedures Governing Travel. If adopted, the title would be changed to Policy and Regulations Governing Travel for ICOC members, CIRM staff and Working Group members.