



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

TO: ICOC Members
CIRM Staff

FROM: 
Walter Barnes
CHIEF ADMINISTRATIVE OFFICER AND CONTROLLER

SUBJECT: TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES

DATE: 5/19/2005

At the April 7, 2005 meeting, the ICOC adopted travel policies that are, with certain exceptions, consistent with those used by the University of California (UC). These changes are effective for all travel beginning with April 8, 2005.

Attached is an explanation of the policies and the procedures to be followed to claim travel costs. This is not intended to be a complete listing of all travel rules under the UC system. However, they should address almost all travel situations that you are likely to encounter. In addition, I have included a Frequently Asked Questions section to address issues that have been raised during the last few months.

A travel agency is available to assist you to make all travel arrangements, including: airlines, hotels, rental cars, etc. To access these services, please contact Emily at Giselle's Travel at 1-800-523-0100, Ext. 3011. The travel agency can also ensure that your arrangements will allow you to carry out the mission of the trip by the most cost effective means possible.

When ICOC meetings or subcommittee meetings require hotel rooms for all or most members, Jennifer Rosaia of the CIRM staff will contact the hotel on behalf of all members or staff in order to obtain a group rate. Jennifer can be reached at (510) 450-2418 or jrosaia@cirm.ca.gov.

Finally, a "fill and print" version of the STD 262 – the Travel Expense Claim form – is now available on the CIRM web site. You can access it by clicking on Administrative Information on the right hand site of the CIRM home page (www.cirm.ca.gov).

If you have any questions, please call me at (510) 450-2437 or contact me at (510) 450-2437.