

**ICOC Meeting of July 12, 2005
Agenda Item 14
Travel Policies**

Background:

At the April 7, 2005 meeting, the Independent Citizens' Advisory Committee (ICOC) approved new travel reimbursement policies for ICOC members and California Institute for Regenerative Medicine (CIRM) staff. A memo describing the new policies and procedures for claiming costs was issued May 19, 2005. The policies and procedures are effective for all travel initiated after April 7, 2005.

Also at the April 7, 2005 meeting, the ICOC approved per diem and travel policies for members of the grant review and standards working groups. Essentially the travel reimbursements allowed are the same as those for ICOC members and CIRM staff.

Since then questions have arisen regarding travel reimbursement for: 1) the use of a transportation service (rental vehicle with a driver); 2) meals to persons who are not ICOC members, CIRM staff nor members of working groups; and, 3) the use of alternatives to the State Travel Agency.

Regarding working groups a question has arisen regarding the payment of meals during working sessions.

Information

After researching the UC travel policies and procedures, proposals have been developed for reimbursing the use of a transportation service and meals for persons who are not ICOC members, CIRM staff and members of working groups.

Also, we believe that current ICOC/CIRM travel policies allow use of an alternative to the State Travel Agency.

In addition, we believe that the previously approved policies for working groups allow an interpretation that would allow for working meals to be paid similar to the manner in which ICOC meeting lunches are handled.

A copy of the analysis for these proposals and conclusions is attached.

Recommendation

Approve the recommended policy and procedure statements for transportation services and meals for persons who are not ICOC members or CIRM staff or members of working groups.

*July 12, 2005 ICOC Meeting
Agenda Item #14*

In addition, approve the interpretation for use of alternatives to the State Travel Agency and meals for working groups.