

**ICOC Governance Subcommittee Meeting
Of December 5, 2005
Agenda Item 3.b.
Modifications to Travel Policy**

Background

The ICOC has generally adopted the UC travel reimbursement policies for reimbursement of travel expenses incurred by ICOC members, CIRM staff and Work Group Members. However, we have made it a policy to come back to the ICOC for approval of new specific reimbursements and modifications to reimbursement policies already approved and informing you of new internal policies. We will be presenting one new policy, two modifications and information on an internal process for Out of State/Country travel.

Information

Interview and Relocation Expenses:

Once funding from BANs or Bonds is received, the CIRM will be doing outreach to fill a number of positions, mostly scientific. Currently there is no specific policy or procedures for reimbursing candidates for the costs of transportation to participate in interviews. In addition, there is no specific policy or procedures to reimburse the costs of relocation to accept a position with CIRM. A proposal for such policies and procedures, based on the UC rules, is attached.

Modifications to Current Policies: In addition, there are two current policies that need modification as follows:

Contracted Meals: Currently the travel reimbursement policy allows for CIRM to contract for lunches provided to ICOC members and CIRM staff attending an ICOC meeting or subcommittee meeting. This policy was developed when the ICOC was only meeting during the day. However, there are instances when such meetings could be held in the morning or in the evening.

Therefore, it is recommended that the policy be revised to substitute “meal” for “lunch”.

Light Refreshments and Meals Provided to Persons who are Not Members of ICOC, CIRM Staff or Members of Working Groups: Currently the travel reimbursement policy allows for providing light refreshments or meals (up to \$12 for light refreshments, \$18 for breakfast, \$30 for lunch and \$45 for dinner) in specific limited circumstances – usually involving a business meeting. (Generally the light refreshments or meals are contracted.) However, ICOC members and CIRM staff that attend the same meeting are not eligible under this policy and can only be reimbursed if they are on travel status.

Therefore, it is recommended that when such meetings are held (cost must be approved in advance by the President of CIRM) that the reimbursement include the ICOC members and CIRM staff who are required to attend the same meeting.

Out of State/Country Travel:

CIRM currently does not have a specific policy or procedures for approving and reimbursing CIRM staff and ICOC members for travel on CIRM business outside of California to another state or country. A proposal for such a policy and procedures is attached. Reimbursement levels for travel outside the state or outside of the country are at the same amounts and subject to the same limits as travel inside of California. This policy conforms to the procedures used by all other state agencies. Therefore it can be implemented internally but is presented for information.

Recommendation

Recommend to the ICOC that they approve the proposed to address costs of travel for interviews and relocation for new hires and the recommended modification to travel policies described above..