

Real Life™

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CIRM
CALIFORNIA'S STEM CELL AGENCY

- Last updated in 2017
- Follows University of California (UC) travel guidelines which was updated recently.
- Currently does not provide guidance in some areas of travel such as airport parking, subsistence restrictions, and overnight lodging restrictions.
- The state one-stop travel program, Concur, did not exist at the time of the last update.

- Federal and State Law
- Insurance Requirements
- Procedural Updates

Federal Changes

- IRS changes the definition of “reporting period” for submitting travel expense claims changes from 31 days to 45 days.
- Impact to staff- Claims submitted after 45 days may be considered reportable income by IRS.
- Incorporates Fly America Act which has been adopted in the UC Travel Policy

State Changes

- Added Domestic Partner to Definitions
- Added prohibition imposed by AB 187 on travel to 23 states with discriminatory laws.
- Added sustainable travel options per Executive Order to support reduction of greenhouse gas emission and use of zero emissions vehicles where possible.

Insurance Coverage

- Incorporates state insurance requirements
- Highlights the use of appropriate travel tools to ensure insurance is included. Examples include rental vehicles and use of appropriate state travel website.

Procedural Updates

- Establishes the State of California One-Stop Travel Program, Concur, as CIRM's official Travel provider.
 - Concur offers maximum benefits and value to CIRM including pre-negotiated airfare and rental car rates. .
 - Trips planned through Concur include travel insurance for CIRM travelers.

- Restricts subsistence reimbursements within the vicinity of an employee's headquarters.
- Adds new forms of lodging such as non-commercial facilities or staying with friends and family.
- Clarifies reimbursement claim documentation for proper audit.
- Adds language that failure to secure advanced approval may result in denial of claim.

The CIRM Team is requesting approval of the updated Travel Policy to conform to the revised UC policy in keeping with CIRM's mission and its responsibilities as a state agency.