

Agenda Item # 18
Attachment A

Reimbursement of Costs for
Members of the Independent Citizen's Oversight Committee
And for Employees of the California Institute for Regenerative Medicine

Within California: Each member and employee will be eligible to receive reimbursement for the following costs:

- Actual cost of lodging as follows:
 - \$84 plus taxes, energy surcharge, and tourism assessment anywhere in the State
 - \$110 plus taxes, energy surcharge, and tourism assessment in Los Angeles and San Diego Counties.
 - \$140 plus taxes, energy surcharge, and tourism assessment in Alameda, San Francisco, San Mateo and Santa Clara Counties.

- Actual cost of meals and incidentals as follows:
 - Up to \$6.00 for Breakfast
 - Up to \$10.00 for Lunch
 - Up to \$18.00 for Dinner
 - Up to \$6.00 for Incidentals (per 24 hour period)

NOTE: If the period of time traveled is less than 24 hours, actual cost of meals and incidentals are allowed as follows:

- Up to \$6.00 for Breakfast if travel begins before 6:00AM
- Up to \$18.00 for Dinner if travel ends after 7:00PM

In addition, the actual cost of lunch is allowable for members while attending ICOC or subcommittee meetings.

- Actual costs of travel by airline (coach only), train or automotive vehicles (including personal or rental vehicle, taxi, shuttle, etc), parking, tolls, etc.

NOTE: The actual cost of traveling by Private Vehicle is reimbursable at a standard rate of \$.34/mile. In order to claim these costs, the member or employee must complete and sign a STD 261. The signed form should be sent to:

Walter Barnes
Chief Administrative Officer and Controller
California Institute for Regenerative Medicine
PO Box 99740

Emeryville, CA 94662-9740

- Other Expenses: Actual costs for expenses necessary for completion of official business – e.g. phone call, copies, etc.

Out of State: Each member and employee will be eligible to receive reimbursement for the following costs:

- Actual cost of lodging. There is no limit on cost.
- Actual costs of meals and incidentals, travel and other expenses subject to the same limitations listed under **Within California**.

Miscellaneous Meal Expenses: There is limited reimbursement for meals during overtime or for business-related meetings. See attached for details. (NOTE: Persons in work week group 2 are those subject to the provisions of FSLA – generally those who are considered administrative assistants or clerical.)

Obtaining Reimbursement: To receive reimbursement, complete and sign a STD 262 (Travel Reimbursement Claim). Attach receipts for the following:

- Lodging
- Travel costs (no receipts are needed for Private Vehicles if the Standard Rate of \$.34/mile is claimed.). No receipt is needed for parking of less than \$10.
- Other Expenses: Receipts are required for telephone costs if over \$5/call and for any other expenses in excess of \$25/per item.

Submit the form and receipts to:

Walter Barnes
Chief Administrative Officer and Controller
California Institute for Regenerative Medicine
PO Box 99740
Emeryville, CA 94662-9740

A reimbursement warrant will be mailed to your home address. If you wish it to be mailed to another address please indicate that in Section (11) of the STD 262.

Questions? – Contact Walter Barnes at the above address or by phone at (510) 450-2437 or by e-mail at wbarnes@cirm.ca.gov

Frequently Asked Questions

Question: When does a trip begin or end?

Answer: A trip begins at the time you leave your residence or place of work and a trip ends at the time you return to either your residence or place of work. Put the time leaving in military form (i.e. – 0600 instead of 6:00AM) on the first day of your trip in the designated box under Section (2) on the STD 262. Put the time returning on the last day of your trip in the designated box, also under Section (2) on STD 262.

These times determine when you are eligible to claim meals while traveling on the first and last day.

Question: What do I do with the receipt for airline, train or bus travel when the travel is arranged through the state's travel agency?

Answer: Please attach the receipt to the STD 262 when you submit it for reimbursement but only put the cost on the form if you paid for it directly. If the state has paid directly, you still need to include the receipt so that we can match up the claim from the travel agency.

Question: What if I lost my receipt for an item that requires a receipt?

Answer: Claim the amount that you paid and note in Section (11) that the receipt was lost. NOTE: You do not need receipts for many items – meals, business expense items under \$25, etc.

Question: Why do I need to fill out a STD 261 to claim reimbursement for mileage while driving my own vehicle?

Answer: To ensure that you are aware of State of California rules regarding operation of a private vehicle on state business and to secure your concurrence with these rules.

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