



## Memorandum

To: Members, Governance Subcommittee  
From: Pouneh Simpson, Senior Director of Finance  
Re: Amendments to CIRM Travel Policy  
Date: November 7, 2022

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The CIRM Travel Policy sets forth the agency's rules regarding allowable costs associated with travel for team members, board members, working group and advisory panel members, consultants, and employment candidates. This policy is based largely on the travel policy of the University of California (UC).

The Board last approved changes to the policy in 2017. Earlier this year, the UC made significant revisions to its travel policy to reduce travel costs and ensure conformance to the Internal Revenue Services' (IRS) rules and regulations. We propose amendments to update the policy to conform to the revised UC policy in keeping with CIRM's mission and its responsibilities as a state agency.

The proposed revisions to CIRM's travel policy fall into five (5) major categories:

- IRS regulations
- State legal requirements
- Travel requirements
- Insurance requirements
- Minor revisions

The substantive changes to the policy that will ensure that CIRM conforms to the IRS requirements, as well as with UC policy and maintains fiscal accountability, are as follows;

### 1. Additions/Revisions to Definitions

The following definitions have been added or revised in Section II:

#### a. Addition of "Domestic Partner" Definition

A definition for "domestic partners" has been added to the policy. This language identifies the methods recognized as "domestic partners" for the purposes of travel.

#### b. Change in "Reporting Period" Definition

The definition for "reporting period" has been revised to conform with the most recent standards established by the IRS. Under the new IRS definition, travel expense claims (TEC)

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must be submitted within 45-days after the end of the trip. If a TEC is submitted after the 45 days, the reimbursement of the expense may be considered “reportable income”. Previously, the policy established a 31-day reporting period without “reportable income” language.

## 2. Travel Management Services

Section III.C establishes the State of California’s one-stop travel program, Concur, as CIRM’s official travel provider for all official State travel. This new program provides the maximum benefit and value to CIRM as it includes travel insurance and utilizes pre-negotiated airfare and rental car rates, as well as identifies lodging establishments that offer State-approved rates.

## 3. Subsistence and Overnight Lodging Restrictions

CIRM’s current policy does not restrict subsistence reimbursement within the vicinity of an employee’s headquarters. Section VIII.A.1 eliminates subsistence expense reimbursement within the vicinity of an employee’s headquarters and lodging expenses within 40 miles of an employee’s headquarters or home, whichever is closer, in conformance with UC policy.

## 4. Long-term Parking Accommodation

Currently, there are no parking requirements at airports or common carriers. Section VII.C.3 introduces a requirement that travelers must utilize long-term parking establishments when travel is expected to exceed 24 hours.

## 5. Travel Less than 24 Hours

Currently, there is allowance for meal and incidental expenses (M&IE) reimbursement when a trip is more than five hours but less than 24 hours. Consistent with UC policy, Section VIII.C eliminates the M&IE reimbursement for travel less than 24 hours, unless the travel included an “overnight stay” that is supported by a lodging receipt.

## 6. Private Vehicle – Required Liability Insurance Coverage

Section VII.C.3 now includes minimum liability insurance coverage when a private vehicle is operated on official CIRM business. The minimum insurance coverage is:

- \$50,000 for personal injury to, or death of, one person,
- \$100,000 for injury to, or death of, two or more persons in one accident, and
- \$50,000 for property damage

**RECOMMENDATION: APPROVE PROPOSED AMENDMENTS TO CIRM TRAVEL POLICY**