

## Questions arising from BAS Simplification Review Sessions held in April 2014

1. How do the delegated authority approval limits for Event Order Approvers (EOA) get increased? Do their limits automatically change along with increases in the delegated authority of the Event Expense Certifier (EEC) to whom they report?

**ANSWER:** EOA delegated authority can only be established or changed through the proper form (found on the Financial Affairs website [https://financial.ucsc.edu/Pages/Entertainment\\_Main.aspx](https://financial.ucsc.edu/Pages/Entertainment_Main.aspx)) signed by an EEC with the appropriate delegated authority to do so. Changes in EEC limits are separate from EOA limits and are changed independently. They are not automatically linked.
2. Does an agenda really need to be attached to the Post-Travel-Expense Report for a conference or formal meeting when an employee travels? Is that really UC policy?

**ANSWER:** To substantiate attendance at a formal meeting or conference, an agenda or documentation supporting the date and location of the event should be attached to the post travel reimbursement form. ([https://financial.ucsc.edu/Pages/travel\\_guide.aspx#Travel\\_Documentation](https://financial.ucsc.edu/Pages/travel_guide.aspx#Travel_Documentation))
3. What about employee meal perquisites vs. entertainment? (This is a particular issue for Dining Services)

**ANSWER:** When an employee who normally receives a perquisite meal along with their shift is attending a training session, they are not doing their regular job that day, and therefore a meal that is served to them during that training session is not a perquisite, but is considered entertainment. An Entertainment Reporting Form (ERF) must be completed for that meal.
4. When an employee travels between a campus office location and one of our off-campus locations such as 2300 Delaware for official UCSC business, is it considered business travel? If so, shouldn't the employee be reimbursed per UC policy for their travel?

**ANSWER:** This type of travel is considered business travel and any employee incurring costs such as this is entitled to request reimbursement for use of their personal vehicle for business travel per BFB-G-28 Travel Regulations, per the rates in Appendix A: <http://policy.ucop.edu/doc/3420365/BFB-G-28>
5. When employees travel short distances on a regular basis and submit a Post-Travel Expense Report for mileage for these trips, is it okay to include a mileage log for multiple trips taken over a period of time?

**ANSWER:** Yes – It is the best way to understand multiple trips over a period of time, but it is not required.
6. When an employee travels and keeps an informal tally/summary of expenses (or one provided by their department) for their own personal accounting of expenses (to enable them to complete the Post-Travel Expense Report), is it okay for the employee to include the tally/summary along with their Post-Travel Expense Report?

**ANSWER:** No – Any sort of tally or summary whether hand-written or computer-generated is not required by UC policy and should not be included with a Post-Travel Expense Report submission. Business offices should not keep such a document as part of the documentation of the trip unless there is a specific business reason to do so such as a third party contributing to reimbursement.

7. In BAS, are individual departments allowed to have entertainment or travel policies that are more strict than divisional policy?

**ANSWER:** No – All BAS units will follow UCSC and UC policy, unless a specific exception has been made by the Vice Chancellor.

8. Are electronic receipts acceptable in the cases where receipts are required by UC policy?

**ANSWER:** Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record.