



EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

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March 6, 2023

VICE CHANCELLORS – ADMINISTRATION
VICE CHANCELLORS – PLANNING AND BUDGET

Subject: Rescinding Revised Guidelines for Reimbursable Travel Expenses for Remote Work

On October 26, 2022, my office issued revised guidelines for reimbursable travel expenses for remote and hybrid employees, which were not contemplated in the existing Business and Finance Bulletin [G-28](#), *Travel Regulations*. Following the issuance of these revised guidelines, further consultations took place which led to an understanding that additional evaluation is necessary.

The nature of our workforce at the University of California is evolving as a result of the COVID-19 pandemic. On behalf of President Drake, I am asking Vice President for Systemwide Human Resources Cheryl Lloyd to lead a workgroup to assess the definitions of and practices related to workplace modality (i.e. remote, hybrid, and on-site employee) and schedule flexibility, and how these definitions and practices may interact with our current policies and procedures. This workgroup will provide recommendations to President Drake on any proposed revisions to current policies and processes based on their evaluation and recommendations related to best practices and guidance that should be issued in this area

As a result, effective as of the date of this letter, the October 26 guidelines are rescinded and the University will revert back to the existing interpretation of the G-28 policy, which states “Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed.” The results of the assessment conducted by the above-described workgroup will inform President Drake’s determination on any necessary revisions to this and other relevant policies.

If you have any questions, please call David Won at (510) 587-6043.

Sincerely,

A handwritten signature in black ink that reads "Nathan Brostrom".

Nathan Brostrom
Executive Vice President and
Chief Financial Officer

cc: President Drake
Provost and Executive Vice President
Newman
Executive Vice President and COO Nava
Senior Vice President Bustamante
Vice President Lloyd
Vice President Leasure
Vice President Humiston
Chief of Staff Kao
Associate Vice President-Systemwide Controller Cevallos
Associate Vice President Alcocer
Chief Policy Advisor McAuliffe
Chief of Staff Henderson
Secretary of the Regents Lyall
Executive Director Kalmijn
Tax Compliance Manager Won
Campus Controllers
Medical Center Controllers
Medical Center Chief Financial Officers