



VICE PRESIDENT—FINANCIAL MANAGEMENT

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CONTROLLERS

Subject: Travel Packages Purchased from Internet Vendors

Several locations have reported an increase in the use by travelers of Internet sites to purchase vacation packages for University-related business trips. When the vendor invoice for such packages is submitted for reimbursement, however, the traveler is unable to provide appropriate documentation because charges are not itemized and neither the Internet vendor nor the hotel itself is able to provide a breakdown of charges. As a result, the possibility exists that the package could include other services, such as tickets to shows, etc., that are not reimbursable under University policy and Internal Revenue Service (IRS) regulations. Outside tax counsel has confirmed that because the University cannot obtain documentary evidence itemizing hotel charges and other expenses, we would not be able to meet the IRS substantiation requirements in reimbursing travelers who purchase these packages.

The lack of proper documentation also impedes our ability to track travel-related spending by category and defeats the purpose of the strategic sourcing program. Accordingly, campuses and the Laboratories should instruct their travelers not to use Internet vendors to purchase vacation packages for University-related business travel. The cost of such packages should not be reimbursed in the absence of receipts that itemize each expense.

Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, will be revised to reflect this change.

If you have any questions, please call Michael O'Neill at (510) 987-0905.

A handwritten signature in cursive script, appearing to read 'Anne'.

Anne C. Broome
Vice President—Financial Management

cc: Provost and Senior Vice President Hume
Vice President Gomes
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