

Student Affairs Travel Guidelines – Effective November 1, 2018

Student Affairs has developed the following travel guidelines in order to ensure travelers are good stewards of university resources.

We have identified the following categories as *appropriate travel* for members of the Student Affairs community. Travel outside of the appropriate travel category would require exceptional approval by the AVC.

- Travel associated with student recruitment and yield related events
- Travel associated with new or renewals of certification/licensing
- Travel associated with compliance-related and/or mandated training
- Travel associated with an activity that directly generates revenue for the minimum amount of staff needed to support the activity – (e.g. donor event, sales trade shows)
- Travel associated with a system wide meetings that are a full day or more (e.g. committee work, functional meetings)
- Travel associated with regional and/or national committee work
- Travel associated with presenting at a conference or equivalent activities
- Travel associated with securing internships and/or employment opportunities for students
- Travel related to donor cultivation
- Travel associated with divisional goals for professional development

We will consistently enforce the following existing policies.

Travelers must discuss and receive approval from their supervisor for travel in advance of booking travel/ making any reservations for travel

- Travelers must list a detailed business purpose to travel when submitting their travel paperwork
- Reimbursement of the hotel stay is limited to nights associated with the travel business purpose
- Reimbursement requests after 45 days of trip completion will require exceptional approval by the AVC to be processed
- Travel must comply with AB 1887, which prohibits state-funded travel to states with discriminatory laws. See UC FAQs for more info

Moreover, we will implement the following cost-effective measures:

- Travelers must look for most cost-effective means for travel
- Travelers must receive approval from their supervisor and/or their designated department approval process before serving on a regional and/or national board if funding will be required for their travel

- Travelers must receive approval from their supervisor before accepting an invitation to present at a conference if funding will be required for their travel
- When attending a conference, traveler only receives a reimbursement for meals not provided by the conference
- Travel must be booked 21 days in advance or be approved as an exception by AVC
- Travelers must stay at host hotel or a hotel with a comparative rate or be approved as an exception by AVC
- Refer to travel.berkeley.edu for other additional information on travel policies

New practice requires supervisors to hold their staff to a higher level of accountability.

Note: Student travel is exempt from these guidelines.