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Change in VCR Control Unit Exceptional Approval Requests

1 message

Office of the Vice Chancellor Research <CALmessages@berkeley.edu>
To: calmessages_communication@lists.berkeley.edu

Fri, May 20, 2016 at 9:00 AM

Dear Colleagues,

This email is to notify you of a significant change to the VCR Control Unit Exceptional Approval policy for Travel and Entertainment effective immediately.

Exceptional approval requests for travel and entertainment will now require pre-approval. For entertainment related requests, and in accordance with campus policy, pre-approval is required "before the expenditure will be reimbursed or paid by the University (BUS-79, Section III.A.2)."

Exceptional travel requests include, but are not limited to, seat upgrades, change fees, hotel rooms for local residents, rental car insurance, rental car upgrades, direct bill policy exceptions, and over the per diem rates. Exceptional entertainment requests include, but are not limited to, over the meal limit costs, employee morale and recognition events, spouses-family in attendance, tickets for sports- musical-theatrical events, and entertaining while traveling over the meal limit costs.

Given the current campus financial constraints, and to ensure that no expenses paid out of pocket by employees are declined for reimbursement, we ask that all groups within the Research control unit strive to work within established campus rates. Entertainment requests that exceed the meal limit will require pre-approval and strong justification. No after-the-fact exceptional entertainment requests will be approved nor will approval for requests above 150% of the meal limit be granted.

Please use our pre-approval form or draft your request on unit letterhead addressed to Melanie Mejia, VCRO, 119 California Hall #1500 or via email at mmejia@berkeley.edu.

For additional reference, refer to:

[Policy BUS-79, Meetings Entertainment](#)

[VCRO Pre-approval Form](#)

[Approval of Expenditures](#)

[Maximum Meal Expenses](#)

Please contact me at 642-7540 or mmejia@berkeley.edu with any questions or comments.

Thank you,

Melanie Mejia
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If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

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