



ECE Faculty, researchers, and students:

We are sending this to you to bring to your attention changes to the G-28 travel policy that has come from UCOP as a corrective action to a system-wide internal audit. The biggest change is the need to better substantiate the business purpose of the trip in order for it to be considered a tax free reimbursement. The new guidance states:

- Documentation will be required by **all** travelers for travel status justification. This includes conferences, meetings, invitations, etc.

After consulting with the UCSB Policy Coordinator and the Travel Accounting office, below is a list of examples of sufficient documentation that will be required to submit with your travel reimbursement in order to substantiate the business purpose of the trip:

- Conference or professional event - registration receipt, agenda, or presentation evidence
- Meetings, reviews, or invitation to visit that do not have an official agenda or event announcement - please provide an email of invitation or plans of the visit
- Complex travel itineraries should include a complete description of events and meetings.

Please feel free to contact your department travel voucher preparer (CAO or faculty admin assistant) if you have any questions.

5/27/2020

