

## **Out-of-State Travel Policy and Procedures**

### **Policy**

Conferring with other persons, associations or organizations outside of the state or out of the country may be of assistance to furthering the work, and achieving the goals, of the California Institute of Regenerate Medicine (CIRM). Therefore, reasonable and necessary travel expenses should be allowed to Independent Citizens Oversight Committee (ICOC) members and CIRM staff for this purpose.

### **Reimbursable Expenses**

The ICOC has adopted reasonable and necessary travel expense allowances for travel by ICOC members and CIRM staff within California. These same travel expense allowances can be used for the costs of approved trips out of the state or out of the country.

### **Prior Approval by the Department of Finance**

The Department of Finance is required to approve in advance any out of state or out of country trip. There are two ways that can be done:

Creation of a Blanket: The Department of Finance can approve a number of trips requested by CIRM for proposed travel out of the state or country. Once this approval is given, the trips can be used for any trip (including one for a different location or purpose) with the approval of the following:

CRIM Staff	Approval by the President of CIRM
ICOC Members	Approval by the Chair of the ICOC

The Office of Administration will develop the proposed blanket of trips, in consultation with CIRM staff and the ICOC, and obtain approval from the Department of Finance. Trips in the blanket will be given an identifying number and the Office of Administration will track the status of trips as they are used.

Individual Trip Approval: The Department of Finance must approve each individual trip if there is no blanket. Such a request also needs to be approved by either the President or the Chair as noted above. The individual trip request should be prepared using STD 257. Once it is completed and signed by the President or Chair as appropriate, the Office of Administration will submit it to the Department of Finance for approval.

Note: The Department of Finance is required to approve out of state/country trips by one of these methods regardless of whether CIRM funding is used to pay

for the costs of the trip, if the trip is for CIRM or ICOC-related business. Thus the Department of Finance is required to approve a trip that is fully paid for by another public or private agency if the person traveling will be performing CIRM or ICOC-related business.

**Procedure**

Once you have obtained approval by the President or the Chair as appropriate, a trip from the blanket will be assigned by the Office of Administration or an Individual Trip request must be prepared and submitted to Office of Administration.

You may make travel arrangements while the trip approval is being obtained but the approval is necessary before the expenses are incurred.

Once the trip is over, a claim for allowable costs using the STD 262 should be prepared and submitted for approval. A copy of the Individual Trip Request should be attached in addition to all normally required documentation. If the trip comes from a blanket, a number will be assigned which should be noted in Section (11) of the STD 262.