ADMINISTRATIVE RECORDS

April 7, 1993
KEY ADMINISTRATORS/KEY SUPPORT STAFF
OFFICE MAIL DISTRIBUTION CONTACTS

SUBJECT: Summary of Manual Issuances
#93-4
Listed below are issuances for the POLICY AND PROCEDURE MANUAL for the
month of March. If there are policies or procedures which are of
interest to you, they are available for your review. Please see the
Manual Holder in your department.
Administrative Records has voice mail for those individuals who did not
receive a copy of an issuance or need additional copies. Please call
extension 45579 to place a request. If you have questions, you may call
extension 43393 or direct correspondence to mail code 0014 or e-mail
llmaczko@ucsd (Linda_Maczko@vca.ucsd).
The Summary of Manual Issuances is being sent electronically via the
ucsd-notices listserve to reach Key Administrators/Key Support Staff,
and OMDC's. Since an electronic distribution list has not been
established for Manual Holders, paper copy is distributed to Manual
Holders only.
LETTER SECTION TITLE OR SUBJECT/EFFECTIVE DATE DATE FINANCIAL Reduced Hotel/Motel Room Rates, Car 3/1/93

ADMINISTRATION- Rental, and Air Fares for University
TRAVEL Travelers, Exhibit B, 3/1/93
365-14
EXHIBIT B

FINANCIAL Alien Information, 3/15/93 3/15/93
ADMINISTRATION-
PAYROLL

395-13
CHANGES, ADDITIONS, DELETIONS

365-3 Office of the President has revised procedures for
reimbursement of travel expenses for more than one year. Under the Energy Policy Act of 1992, a taxpayer's
employment

away from home which lasts more than one year must be treated
as indefinite rather than temporary employment and any expenses
reimbursed for periods in excess of one year must be treated as
taxable income to the employee. Therefore, long term daily
expense reimbursement will be authorized only when a traveler
is expected to be in one location for 30 or more consecutive
days but less than one year.
Manual Holders are requested to make the following change, on
page 2, under C.1., first sentence, after "...more than 30
 consecutive days..." add: "but less than one year"
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