MEMORANDUM

TO: Tom Case, UAA Chancellor  
    Brian Rogers, UAF Chancellor  
    John Pugh, UAS Chancellor  
    Robert Boeckmann, Faculty Alliance Chair  
    Carey Brown, Staff Alliance Chair

FROM: Ashok Roy, VP Finance & Administration/CFO

DATE: April 7, 2014

SUBJECT: Proposed Regulation R05.02.060 (C) Travel & Relocation

The Board of Regents on April 4, 2014, adopted Policy P05.02.060 (C) addressing the issue of a corporate travel program (EasyBiz). In accordance with Board of Regents’ Policy P01.03.020 (B), on behalf President Gamble, I seek your review and comments on proposed regulation R05.02.060 (C).

Please review the attached regulation draft and let me know by May 12, 2014, if you or the group you represent have any comments or questions regarding the proposed regulation.

PKG

Cc: Patrick Gamble, President  
    Nikki Pittman, Chief Audit Executive  
    LaNora Tolman, System Governance
C. Accountability for university airfare mileage accounts and university airfare travel credits is expected to include:

1. Identification of the primary administrator and an alternate administrator for each account. Prompt update of the account administrators when roles or duties change or when an administrator resigns from the department.
2. A system for tracking:
   a. Mileage earned
   b. Credits refunded when tickets are canceled
   c. Mileage used
   d. Credits used
3. A quarterly reconciliation of the above items to university travel documentation to ensure miles and credits are used only for legitimate business travel.
4. A tiered approach for approval of mileage and credits usage that corresponds with the approval obtained during the travel authorization process.
5. Redemption guidelines for use of mileage or credits:
   a. Ticket is for university business travel only
   b. Ticket value is $800 or more
6. Annual reporting to the university or Statewide travel auditor of the available balance for mileage, credits and credit certificates. The university and statewide travel auditors will forward a complete report to the Statewide travel administrator.