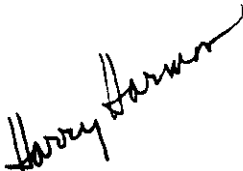


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

(213) 590-5512

Date: August 26, 1982

To: Presidents

From: Harry Harmon 
Executive Vice Chancellor

Subject: Board of Trustee Policy for The California State University Auxiliary Organizations
Executive Order No. 399

I am transmitting to you a copy of Executive Order No. 399 relating to Board of Trustee policy for The California State University auxiliary organizations.

This Executive Order supersedes the travel expense and capital outlay approval policies of Executive Order No. 75. The other provisions of Executive Order No. 75 have been repealed as they have been superseded by changes in Title 5, California Administrative Code or adequately covered by Chancellor's Office policy letters.

In accordance with policy of The California State University, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

HH:st

Attachment

Distribution: Vice Presidents, Administration/Business Affairs
Business Managers
Auxiliary Organizations
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 399
Title: *Board of Trustee Policy for The California State University Auxiliary Organizations*
Effective Date: August 26, 1982
Supersedes: Executive Order No. 75

This Executive Order is issued pursuant to Subchapter 6 of Chapter 5 of Title 5 of the California Administrative Code.

Travel Expenses

Auxiliary organizations which provide reimbursement for travel expenses must adopt and maintain a written policy for such reimbursements. Such policy shall be adopted by the governing board and shall indicate the policy as it applies to auxiliary organization employees, as well as reimbursement to other individuals, subject to the following:

1. Reimbursement of travel expense incurred by auxiliary organization employees or for California State University employees or students conducting auxiliary organization business shall be comparable to the reimbursement normally provided by The California State University for its employees. Exceptions for levels of reimbursement differing from that which would normally be provided for California State University employees may be provided for in the policy as follows:
 - a. When agreements with various sponsors of research and training call for specific reimbursements at different rates.
 - b. When the auxiliary organization determines that a lesser or partial rate reimbursement is justified. The written policy shall include the rationale for such rates and guidelines indicating when such rates shall be applied.
 - c. When higher levels of reimbursement in individual situations will result in special benefits to the auxiliary organization. In this instance, the policy shall require the general manager to:
 - 1) Review and approve requests on a case-by-case basis,
 - 2) For each occurrence document in writing the special benefit to the auxiliary organization for the reimbursement of amounts in excess of levels normally provided for by rates in effect for California State University employees, and

- 3) At least on a quarterly basis of each year and at a governing board meeting, report information regarding the occurrences and rationale for these expenditures to members of the governing board.
2. With regard to travel reimbursement expense of others, the policy shall indicate the method to be used to determine the appropriate level of reimbursement and indicate what approvals are required prior to providing such reimbursements.

Capital Outlay

1. Major capital outlay projects shall not be implemented prior to approval by the Office of the Chancellor. The campus President shall be responsible to insure that projects are not split in order to circumvent this requirement.
2. Minor capital outlay projects shall not be implemented unless there is prior written notification and consultation with the Office of the Chancellor (reference Title 5, Section 42500(c) and related policy directives of the Office of the Chancellor).


Glenn S. Dumke, Chancellor

Date: August 26, 1982