

CERTIFIED TRANSLATION

[logo] BOARD OF TRUSTEES  
UNIVERSITY OF PUERTO RICO

ERRATA

AS TO CERTIFICATION NUMBER 59 (2007-2008)

I, Luis M. Villaronga, Executive Secretary of the Board of Trustees of the University of Puerto Rico, CERTIFY THAT:

Certification Number 59 (2007-2008), which includes the last compiled version of the Travel Expense Regulations of the University of Puerto Rico, contains an error due to the fact that it does not reflect the amendment contained in Certification No. 78 (1988-1989) issued by the Board of Higher Education, on December 29, 1988.

The Regulations should be corrected as follows:

**Eliminating paragraph (j) from Article 5, which provides for the approval by the Department of State of orders for university employees to travel abroad or attend international conferences; and reclassifying paragraphs (k), (l), and (m) as (j), (k), and (l).**

A compiled version of the Travel Expense Regulations, as corrected, is incorporated to this errata, in accordance with the current Law of the University of Puerto Rico.

IN WITNESS WHEREOF, I issue this Errata in San Juan, Puerto Rico, today, December 14, 2010.

[logo]

[signature]  
Luis M. Villaronga  
Secretary

PO Box 23400, San Juan, Puerto Rico 00931-3400  
Tel. (787) 758-3350, Fax (787) 758-7196

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I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.

CERTIFIED TRANSLATION

Board of Trustees  
University of Puerto Rico

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UNIVERSITY OF PUERTO RICO  
TRAVEL EXPENSE REGULATIONS

*Compiled Version  
December 14, 2010*

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CERTIFIED TRANSLATION

Table of Contents

	<u>Page</u>
Article 1 Purpose and Application.....	1
Article 2 Legal Basis.....	1
Article 3 Definitions.....	1
Article 4 Authorization of Official Trips.....	3
Article 5 Travel Orders.....	4
Article 6 Use of Private Automobile in Official Matters.....	7
Article 7 Allowance for food and lodging in Puerto Rico.....	8
Article 8 Allowance for food and lodging outside of Puerto Rico.....	8
Article 9 Allowance for food and lodging in general.....	9
Article 10 Transportation and incidental expenses.....	10
Article 11 Telephone, Telegraph, Cable and Radio Services.....	13
Article 12 Receipts.....	14
Article 13 Reports as to Official Actions taken in Trips Outside of Puerto Rico.....	15
Article 14 Fund Advances.....	15
Article 15 Liquidation of Advances.....	16
Article 16 Travel Expenses in cultural or Social Athletic Activities and other Analogous Activities.....	17
Article 17 Insurance and bonds.....	19
Article 18 General Provisions.....	20
Article 19 Amendments and Revocation.....	23
Article 20 Validity.....	23

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 1

Article 1 – Purpose and Application

- a. These Regulations are established to define the rules and controls that shall govern authorizing and engaging in travel in and out of Puerto Rico to carry out official duties on behalf of and for the benefit of the University.
- b. It shall apply to all employees of the University of Puerto Rico, including members and employees of the board of trustees. It shall also apply to students and individuals who, despite not being employees, provide some service to the University, compensated or uncompensated, using an agreement to receive payment or reimbursement of travel expenses incidental to the performance of athletic activities or other analogous University activities.
- c. Employees, students or individuals authorized to travel while performing official duties in and out of Puerto Rico paid for using funds from the University shall comply with all of the provisions of these Regulations.

Article 2 – Legal Basis

These regulations are adopted under the provisions of Articles 3 (E)(5), 5 (B) and 5 (C)(5) of the Law of the University of Puerto Rico, Law Number 1 from January 20, 1966, as amended.

Article 3 – Definitions

For purposes of these Regulations, the following terms and phrases shall have the meaning indicated below unless the context clearly requires otherwise:

a. University Activity

Includes performance of formal athletic competitions, as well as training periods prior to said competitions, inside or outside of the institutional unit or campus, and other social or cultural activities or analogous activities that are duly approved by the appropriate authority of the University, as well as trials and preparatory activities.



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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 2

b. Lodging allowance

Amount of money authorized for an employee, student or individual for his or her stay in hotels, guest houses or other lodging while an official task is performed.

c. Board

Board of Trustees.

d. Food allowance

Amount of money authorized to cover expenses for breakfast, lunch and dinner incurred for purposes of performing an official task. It does not include allowance paid as compensation.

e. Employee

Includes any employee regardless of category, hierarchy or position; and includes persons under service contracts other than independent contractors and employees or agents thereof.

f. Travel expenses

Transportation, food and lodging expenses, and expenses that are incidental to the trip, as these terms are defined in these Regulations. When these regulations do not specify whether a trip is inside or outside of Puerto Rico, it shall be understood that the provision applies to both cases.

g. Official tasks

A task or mission assigned to an employee, student or individual on behalf of and for the benefit of the University of Puerto Rico.

h. Institution or Institutional Interest

Refers to the University its campuses and other units.

i. President

Except when it refers to the President of the Board of Trustees, means the President of the University of Puerto Rico.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 3

j. Temporary Position

Place or office outside of the official residence where the employee, student or individual authorized to travel shall perform the official task for the University.

k. Regulations

Travel Expense Regulations for the University of Puerto Rico.

l. Official Residence

Location of the Office or workplace where the employee provides his or her services or the student regularly studies.

m. Private Residence

Place where the employee, student or person authorized to travel regularly or permanently resides.

n. University

The University of Puerto Rico

Article 4 - Authorization of Official Trips

- a. Trips inside and outside of Puerto Rico are authorized when necessary to carry out University programs or when it obtains some benefit therefrom.
- b. The directors or supervisors of employees who request authorization to travel shall previously determine the convenience or need for said trips and based on that determination shall recommend or reject them.
- c. When recommending official trips, the directors or supervisors shall ensure that the appropriate arrangements are made to carry out the smallest number of trips in cases in which different official tasks may be carried out simultaneously on or around the same date, if it is more cost-effective or convenient for the University. If it is more cost-effective and convenient to return to the official or private residence at the end of each official task, this alternative shall be taken.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 4

- d. Trips outside of Puerto Rico by the President and members of the Board of Trustees and their Executive Secretary shall be authorized by the Board of Trustees. When the institutional interest and nature of the task to be carried out require that the spouse of the Executive Secretary of the Board accompany him or her, the Board shall authorize it.
- e. Trips outside of Puerto Rico of the President of the University shall be authorized by the Board. When the institutional interest and the nature of the task to be carried out require the spouse to accompany him or her, the Board shall authorize it in writing.
- f. Trips outside of Puerto Rico carried out by the rectors shall be authorized by the President of the University. When the institutional interest and the nature of the task to be carried out require that the spouse of the rector accompany him or her, the President of the University shall authorize it in writing.
- g. The President of the Board shall authorize official trips in and out of Puerto Rico in the Board and attached offices.
- h. The President of the Board shall authorize official trips in and out of Puerto Rico in the Central Administration of the University and offices attached to the office of the President.
- i. Rectors shall authorize official trips in and out of Puerto Rico in their respective institutional units.
- j. Employees authorized by these Regulations to approve of trips may delegate this task to other employees of their unit.
- k. Travel in and out of Puerto Rico shall not be authorized for persons who have any prior pending travel account or prior unused advance balance pending reimbursement to the University, except in appropriately justified situations of force majeure.

Article 5 - Travel Orders

- a. In order to be entitled to payment or reimbursement of travel expenses, prior authorization to travel shall be required.
- b. Authorization to take official trips shall be stated in travel orders that are duly approved by the appropriate employees, in accordance with Article 4, above.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 5

- c. A travel order shall not be required for travel in Puerto Rico by members or the Executive Secretary of the Board, the President, the Rectors, and directors of offices attached to the Board or the Office of the President. A certification by said employees indicating that they will be taking a trip shall be enough to make an advance of funds or reimbursement of appropriate expenses.
- d. Other than in urgent situations, a travel order shall be issued prior to the trip and to incurring the expenses to be reimbursed. In the event that there is no prior order, employees who authorized the trip shall explain in the expense receipt the circumstances which justified it. Advances of funds shall not be granted to travel without prior approval of the Request and Authorization for Travel Order.
- e. Permanent travel orders shall be issued for indefinite periods only to employees whose regular tasks require frequent trips to be carried out in Puerto Rico.
- f. Temporary travel orders shall be issued to carry out official duties in and out of Puerto Rico. These orders shall be per fiscal year or fraction thereof or for one or several trips and shall be renewed at the start of each fiscal year if their continuity is required.
- g. When there are changes in the official or private residence during the term of a permanent or temporary travel order, the order shall be cancelled and a new travel order shall be issued.
- h. A special travel order may be issued to cover an official task that is not related to the normal duties of an employee to whom a permanent or temporary travel order was previously issued.
- i. Requests for travel orders shall be filed in the office of the employee in charge of authorizing them at least two (2) business days prior to the date of trips in Puerto Rico and fifteen (15) calendar days prior to the date of trips taken outside of Puerto Rico, except in urgent cases that shall be justified in the request. The request shall be signed by the person requesting the travel order and shall be recommended by the dean or director of the appropriate department or office.
- j. Travel orders shall justify the need for the trips to be carried out. In travel orders that are permanent or for periods that exceed 30 days, the justification shall be made in the payment receipts through

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 6

periodic reports that show the work that was performed and demonstrate the need for the trips that are carried out. The receipts and reports shall be approved by the direct supervisors of the employees who shall carry out the trips or by the appropriate employee.

- k. In each travel order inside and outside of Puerto Rico for periods that are under 30 days, the travel itinerary shall be indicated as well as its purpose, unless there are public safety or institutional reasons.
- l. Below is other information that shall be included in the travel order:
  1. Total estimate of food, lodging and other travel expenses.
  2. Type of transportation authorized. In the event that the use of private automobile is authorized, the order shall indicate whether the transportation of material, equipment, or any other University Property is also authorized, indicating the nature of the property that shall be transported, the reasons that justify their transportation, the specific places where it shall be stored or kept and any other information that facilitates the consideration of each individual case.
  3. Authorization of representation expenses and maximum amount authorized.
  4. In applicable cases, the order shall indicate whether payment for transportation of luggage in excess of the weight or size allowed by transportation companies free of charge.
  5. Whether the person assigned to a temporary position is required to return daily to their official or private residence or is required to remain in the temporary position and return on weekends. The decision shall be based on factors of economy and convenience to the University as well as the distance between the temporary position and the official or private residence.
  6. The authorization of registration expenses and fees, and other expenses related to the trip.



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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 7

7. The Request and Authorization for Travel Order form that is used shall include a provision to the effect that the person traveling expressly authorizes the University to engage in collection measures in accordance with the provisions of these Regulations.

Article 6 - Use of Private Automobile in Official Matters

- a. The employees of the University may be authorized to use private automobiles to perform official tasks when this is convenient for the University. When there are orders to travel for extended periods, the justification shall be made in the travel expense vouchers.
- b. Model 141, Request and Authorization for Use of Private Vehicle, shall be used to authorize the use of a private automobile.
- c. The University, using the type of insurance that it deems most convenient, shall cover its liability for harm to person or property as a consequence of accidents that involve the use of private automobile authorized under these Regulations.
- d. Requests for use of private automobile in official matters shall be approved by the same employees that authorize travel orders for official tasks in Puerto Rico, as established in Article 4 of these Regulations.
- e. Reimbursement for expenses from authorized use of a private automobile shall be done based on the provisions of Article 10 of these Regulations. If the employee who is authorized to travel uses a private automobile without having been authorized, he or she shall only be entitled to reimbursement of the cost of a regular trip in a public service automobile, in accordance with the provisions of Article 10 (e) of these Regulations.
- f. Under no circumstances shall disbursements be approved for use of private automobiles in trips carried out on dates that are different than those authorized in the travel order.
- g. The shortest route shall always be taken when traveling from one location to another, except for situations in which force majeure or requirements or convenience of service calls for using another route, in which case this will be indicated in the travel expense voucher.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
 DECEMBER 14, 2010  
 PAGE 8

Article 7 - Allowance for food and Lodging in Puerto Rico

- a. Employees, students, or individuals authorized to travel in Puerto Rico while performing official tasks of the University shall be entitled to allowance for breakfast, lunch and dinner expenses according to the time of exit and return to their official or private residence, according to the following scale.

	<u>Exit Before</u>	<u>Return After</u>	<u>Amount</u>
Breakfast	6:30 am	8:00 am	\$5.00
Lunch	12:00 pm	1:00 pm	8.00
Dinner	6:00 pm	7:00 pm	<u>10.00</u>
Total			<u>\$23.00</u>

- b. Allowance for food and lodging shall not be granted while in a temporary position within the jurisdiction of the city or town in which the official or private residence is located or within a radius of six (6) miles thereof, unless, due to convenience of service, it is previously authorized by an employee authorized to approve travel expenses.
- c. Persons authorized under these Regulations to travel in Puerto Rico doing official tasks may stay in the Guest Houses of the University Service Companies, in which case the University may pay the current fee to said companies directly.

Article 8 - Allowance for food and Lodging outside of Puerto Rico

- a. Employees, students or individuals authorized to travel in the performance of official tasks outside of Puerto Rico shall be entitled to allowance for breakfast, lunch and dinner expenses according to the time of exit and return to their official or private residence, according to the following scale.

	<u>Exit Before</u>	<u>Return After</u>	<u>Amount</u>
Breakfast	6:30 am	8:00 am	\$8.00
Lunch	12:00 pm	1:00 pm	14.00
Dinner	6:00 pm	7:00 pm	<u>18.00</u>
Total			<u>\$40.00</u>



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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 9

- b. The allowance scale of the prior paragraph shall be applied uniformly when calculating expenses for official trips outside of Puerto Rico, even if part of said expenses is incurred in Puerto Rico, such as for example, expenses for breakfast, lunch or dinner (as the case may be) that the person incurs from the moment he or she leaves his or her official or private residence until arriving at the airport and vice-versa when returning from the trip.
- c. Persons authorized under these Regulations to travel outside of Puerto Rico doing official tasks may be entitled to lodging expenses in accordance with the rules contained in these Regulations.

Article 9 - Allowance for Food and Lodging in General

- a. The schedule for payment of food allowance is based on a regular workday going from 8:00 am to 12:00 pm and 1:00 pm to 4:30 pm. To calculate food allowance to be paid when a different work schedule has been implemented in an institutional unit, said schedule should be adjusted in the same proportion of time to which the implemented schedule varies with regards to the regular base schedule.
- b. The place from where exit was authorized or to where return was authorized shall be used to calculate food allowance.
- c. The amount assigned as food allowance includes payment of tips.
- d. Lodging expenses shall be reimbursed based on what was actually spent by submitting appropriate invoices, receipts, or evidence. Rules of austerity and modesty prevailing in the university system shall be employed when determining the place of lodging, in accordance with the nature and importance of the official task to be carried out. Nevertheless, in special circumstances in which the official activity requires lodging in a specific hotel, costs incurred shall be similarly reimbursed, even if they do not conform to prevailing rules of austerity. When cost of lodging or registration fee for a specific activity includes breakfast, lunch or dinner, the corresponding part may not be claimed as food allowance.
- e. In situations where service needs require working outside of regular office hours and where the nature of the work justifies it, payment of food served by restaurants or reimbursement up to the amount provided in these Regulations for breakfast, lunch or dinner may be authorized, as appropriate.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 10

- f. No person authorized to incur in representation expenses shall receive the part of the food allowance corresponding to breakfast, lunch or dinner of each day in which he or she is claiming representation expenses for official meals or banquets offered during usual times for breakfast, lunch or dinner.
- g. Any individuals who are authorized to travel in the performance of official University tasks shall receive food and lodging allowance based on the terms agreed upon with the University. If there is no agreement, food and lodging allowance shall be paid in accordance with the scale and provisions of these Regulations applicable to employees of the University.

Article 10 - Transportation and Incidental Expenses

- a. Employees, students and other individuals authorized to travel shall be entitled to payment of transportation expenses and incidental expenses incurred in the performance of official tasks inside and outside of Puerto Rico.
- b. Transportation expenses include expenses incurred when using means of transportation and other directly related expenses, such as parking, bridge tolls, highway tolls, charter fees, vehicle driver fees, and other similar expenses incurred to transport the person who is authorized to travel.
- c. Expenses that are incidental to the trip shall be considered expenses that are not included in the definition of food, lodging or transportation expenses, such as haulage, storage, or transportation of University property or personal property when required, luggage overweight for equipment or material that is directly related to the official task, hotel and travel reservation expenses, telephone calls, cables, registration, registration fees for conventions, fees to obtain passports and other related costs, such as photographs, birth certificates, fees to obtain visas, guide and interpretation services and currency conversion fees, traveler's check purchase and official check exchange fees. This also includes expenses for secretary services, clerks, and other employees from outside of the University used during official trips to prepare reports and official correspondence; rental of special winter clothes and justified dry cleaning expenses for trips outside of Puerto Rico; customs fees and duties paid when entering or departing from foreign countries in official duties; and expenses incurred in emergency situations that are not included in the definition of transportation expenses. These expenses must be acknowledged and authorized by the appropriate employees.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 11

- d. Planes, helicopters, taxis, chartered or leased cars should not be used when there are more economical means of transportation available, unless the official task cannot be performed satisfactorily without the use of said means and it is so stated in the expense voucher or travel order. Travels that use aerial transportation or other means where there is more than one fee shall be carried out using the most economical fee, except when it is impossible to make a reservation with that fee.
- e. Transportation expenses paid to public porters in Puerto Rico shall be reimbursed in accordance with the List of Travel Fees between Municipalities and List of Fees for Travel between each Municipality and their respective Neighborhoods prepared by the Public Service Committee.
- f. Transportation expenses shall be reimbursed taking as a basis the point the person is authorized to depart from and return to in order to carry out the official task.
- g. When there are no appropriate facilities to have breakfast, lunch or dinner or find lodging near the temporary position, the person shall be entitled to claim cost of transportation incurred to travel to a nearby location for said purposes.
- h. When the temporary position is close to the official or private residence and the person is able to go to any of these and return to the temporary position within the amount of time available to have lunch, he or she shall be reimbursed transportation expenses, as long as they are lesser than the food allowance corresponding to the lunch.
- i. Expenses incurred by any employee who is called upon to provide services to the University while he or she is on vacation in some location outside of his or her official or private residence shall be reimbursed with prior authorization from the appropriate employee.
- j. Transportation expenses from the private residence to the official residence or vice versa shall not be reimbursable, except in cases in which in order to provide services in a temporary position, transportation expenses are incurred in excess of ordinary expenses incurred in going to and from work. This provision does not apply to persons who are not employees of the University, of the government of the Commonwealth of Puerto Rico, or of its municipalities or who receive compensatory allowance as sole compensation for the services provided to the University.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 12

- k. The cost of transporting equipment in excess of the weight or size allowed free of charge by transportation companies shall only be reimbursed when appropriately justified and authorized in the travel order.
- l. An amount of three dollars (\$3.00) per suitcase, with a maximum of nine dollars (\$9.00) is established as the amount to be paid in any occasion in which the use of a porter is indispensable during the trip abroad.
- m. Employees who are authorized to use a private automobile in official tasks shall receive compensation of fifty cents (\$0.50) for each mile traveled. This amount provides for covering all expenses related to the automobile in the official task or duty, such as: garage, fuel, oil, repairs, insurance, accessories, depreciation, and others. Under no circumstances shall fuel and oil belonging to the University or private automobiles the use of which is authorized for official duties be provided, nor shall the University pay what is obtained in specific service stations for use of said automobiles.
- n. For each other person who has been authorized to travel in one automobile for official duties, the person authorized to use his or her private automobile shall be granted an additional payment of three cents (\$0.03) for each mile traveled. When an additional payment is claimed for passengers authorized to travel in the same automobile, the travel expense voucher shall indicate the names of all of the passengers and the number of travel orders for passengers who have travel orders. The latter may not receive any payment for transportation expenses.
- o. When transporting material, equipment or any other property of the University in the private vehicle is indispensable in order to perform the official task, the following additional payment shall be paid for each mile traveled:
  - 1. Two cents (\$0.02) for each 100 pounds transported or fraction of 100 pounds.
  - 2. Under no circumstances shall the payment exceed six cents (\$0.06) per mile traveled, regardless of the material, equipment or property that is transported. In order to be entitled to this compensation, the travel order shall explain these circumstances.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION

DECEMBER 14, 2010

PAGE 13

- p. If the person traveling does not follow the instructions contained in the travel order or of an authorized employee, he or she shall be reimbursed travel expenses up to a maximum that shall not exceed expenses incurred if instructions had been followed. When these are not known, a reasonable estimate determined by the accounting office based on prior experiences and prevailing rates shall be used as a basis for reimbursement.
- q. If the person traveling becomes absent from the temporary position during business hours for personal matters, he or she shall be responsible for transportation expenses and he or she shall cease receiving the allowance from the date and time in which he or she becomes absent from the temporary position until the date and time in which he or she returns to it.
- r. The Distance in Miles between Municipalities and Amount of Mileage to be Paid, prepared by the Public Service Committee shall be used to calculate miles to be paid for mileage. When traveling within the jurisdictional limits of a municipality to other locations that are not in the aforementioned table, if the University does not have internal mileage tables for such cases, the amount to be reimbursed for mileage shall be calculated based on the number of miles traveled as determined by the reading of the automobile's odometer. The appropriate accounting office shall determine the reasonability of the miles claimed using the miles between nearby municipalities as a guideline and prior experiences or the method deemed most convenient.

Article 11 - Telephone, Telegraph, Cable and Radio Service

- a. Official telephone calls made with proper authorization during an official trip to places in Puerto Rico shall be paid directly by the University. When a reimbursement is requested for official telephone calls paid, the expense voucher shall indicate the reasons for making a phone call that was paid using the person's own funds.
- b. Means of communication, such as teletype, telegraph, cable and radio service shall be used solely when they are essential for carrying out the official assigned task. In these cases, extreme care shall be employed to avoid unnecessary words, numbers, and punctuation in the contents of the message. The travel expense accounts shall state the reasons to justify the use of said means of communication instead of more cost-effective methods.

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COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 14

- c. Use of the telephone to make long distance or international calls shall be limited to cases which cannot be resolved using a more economical means of communication. Payments made for telephone calls made in the United States or in foreign countries, or international telephone calls directly related to official matters shall be reimbursed or accepted as a legitimate expense in the liquidation of fund advances, as long as they are necessary for compliance of the task of the trip. Travel expense vouchers or accounts submitted shall specify the name and official title of the person who was called, the place the call was made, its cost, and the reasons that justify the use of said means of communication instead of other more economical means.
- d. In order to receive reimbursements for telegram, cablegram, and radiogram expenses related to official duties, receipts or documents that show the expense must be included along with the payment voucher.

Article 12 - Receipts

- a. Disbursements shall be carried out in accordance with the specific conditions and description contained in the travel order.
- b. A receipt shall be obtained for each disbursement made related to official duties in excess of fifteen dollars (\$15.00). Receipts shall not be required for reimbursement of allowance established in these Regulations for payments made to entities that do not customarily issue receipts, such as Puerto Rico public bearers, porters and bellboys. Receipts shall be required, regardless of the amount of the expense, in cases in which these Regulations authorize payment based on expenses incurred, or to demonstrate expenses for which these Regulations expressly require evidence to be submitted.
- c. Receipts shall be issued in the regular manner that is commercially customary. They shall indicate the item, amount, and date of payment and the signature of the person who received it.
- d. Cases in which there are special circumstances under which receipts cannot be obtained shall be justified by the person who incurred in the expense by submitting an explanatory certification as to the reason the appropriate receipts could not be obtained. This justification shall be approved by the employee who authorizes the travel order.

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COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 15

Article 13 - Report as to Official Actions taken in Trips Outside of Puerto Rico

- a. Any person who is issued a travel order in order to carry out an official task outside of Puerto Rico shall submit a report as to the work carried out to the employee or entity that authorized the travel order.
- b. When the Executive Secretary of the Board, the President and the Rectors are involved, the report shall also include the activities and achievements of his or her spouse in any trip that is authorized under Articles 4(d), 4(e), and 4(f) of these Regulations.

Article 14 - Fund Advances

- a. When funds are advanced for travel expenses, these shall be used solely for payment of trips, allowance for food and lodging and other incidental expenses related to the official task, in accordance with the limitations provided under these Regulations.
- b. A duly approved Model OPE-11, Request and Authorization for Travel Order shall be sufficient authorization for the corresponding Official Payor to advance the necessary funds in accordance with the estimate of expenses indicated in the travel order. Fund advances shall not be approved for persons who have unliquidated travel accounts for over thirty (30) calendar days per trip outside of Puerto Rico, or ten (10) calendar days for trips in Puerto Rico. The Official Payor shall submit those cases to the Director or Officer of Finance of the unit for appropriate action.
- c. Under no circumstances shall the Official Payor advance funds for a trip without a duly approved travel order.
- d. Petitions for fund advances shall be processed before the corresponding Office of the Official Payor at least five (5) calendar days prior to the date of the trip to avoid delays in the preparation of the check, other than in appropriately justified exceptional circumstances.
- e. Fund advances for travel in Puerto Rico shall be granted when employees that recommend and those that authorize the travel orders decide that service needs warrant it.
- f. Official Payors may advance additional funds when official trips outside of Puerto Rico are involved. To that end, the Dean, Department Director or Office or authorized representative shall sign and process an

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 16

additional fund petition for the increase in funds on behalf of the person that is taking the trip. The additional fund petition shall indicate that it is an amendment to the order from the original trip and shall be approved by the employee who authorized said travel order.

Article 15 - Liquidation of Advances

- a. When funds are advanced for travel outside of Puerto Rico, an account shall be provided of money spent within the following thirty (30) calendar days upon returning. The detailed report of expenses shall include a copy of the report of the task carried out, in accordance with Article 13 of these Regulations.
- b. When funds are advanced to travel in Puerto Rico, an account shall be provided as to what was spent within the following ten (10) calendar days upon returning.
- c. Any surplus from advances for trips shall be returned to the University through the appropriate Official Collector in cash, check, money order, bank draft or traveler's check payable to the University of Puerto Rico. The official receipt issued by the Official Collector shall be attached to the liquidation submitted to the Official Payor.
- d. In cases in which the total cost incurred is greater than the money advanced, the difference shall be reimbursed to the person after the appropriate accounting office verifies the account. The person who traveled shall explain in writing the reasons for incurring in said expenses. The liquidation and request for reimbursement of the person who incurred in the expense shall be approved by the employee who authorized the order or the advance of funds. If this approval has not been granted, the liquidation shall be adjusted according to the terms and conditions of the travel order.
- e. Any expense shall be informed in detail and receipts shall be included to demonstrate expenses incurred in the performance of the assigned task as established in these Regulations. No credit shall be given for expenses informed as a global sum.
- f. The accounting offices of the different institutional units shall verify that expenses incurred conform to the description and conditions of the trip specified in the travel order and approved by the employee who authorized the trip or advance of funds.
- g. Any differences pointed out by an accounting office shall be justified by the person who made the trip in a period of fifteen (15) business days from

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 17

notice. If he or she cannot make said justification or if it is not accepted, the person shall return the amount of the difference from his or her own funds in cash, check, money order or other means on behalf of the University of Puerto Rico, through the Official Collector, and shall deliver the receipt issued by the Collector to the accounting office.

- h. If an expense account is not submitted with the liquidation of advance funds within the period granted by these Regulations, the accounting office of its institutional unit shall take the steps required in order for it to be submitted.

In such cases and until the liquidation is submitted, the accounting office shall submit the case to the appropriate Finance Officer or Director who shall not authorize advances for subsequent trips and may opt to:

1. Require liquidation of the debt by application of the provisions of the Regulations for Granting Credit and Collection of Debts of the University of Puerto Rico.
2. If it is an individual or employee of the Commonwealth of Puerto Rico, public corporation or municipality, the appropriate government agency or private entity may be asked to collaborate in collection efforts.
3. If it is not possible to take the above steps, or if they are ineffective, the Legal Affairs Office of the unit, the Secretary of Justice and the Puerto Rico Comptroller shall be promptly notified for appropriate action.

Article 16 - Travel Expenses in Cultural, Social or Athletic Activities and other Analogous University Activities

- a. With regards to travel expense reimbursements for persons whose active participation is required in athletic, social or cultural activities or other analogous university activities, the following specific rules shall be followed in addition to the general rules of these Regulations:
  1. In order for a participant in these activities to be entitled to payment or reimbursement of travel expenses, his or her participation shall require the authorization of the Director or authorized representative of the Department or office of the University in charge of the activity or of the representation of the University therein.



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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 18

2. When the activity requires the participation of athletic teams or groups of people, a special travel order shall be approved for the whole group and a list of participants shall be attached to the travel order.
  3. When determining the times and places of departure and return from the trip, besides the general criteria of austerity and interests of the University, the specific conditions required for normal performance of the activity and comfort of the participants shall also be considered.
- b. For purposes of this article, the concept of "temporary position" used in these Regulations shall be understood to be the place where the activity is carried out for which the trip is authorized. Similarly, "private residence" shall be understood to include a student residence during the University academic period, excluding academic recesses.
  - c. The Director of the Department or office of the University in charge of the activity or representation of the University shall determine whether it shall be necessary to provide lodging for participants taking into account the provisions of Article 7, 8 and 9 of these Regulations and the specific needs of the activity and the participants.
  - d. In cases in which the University provides transportation, lodging, or food, participants of the activity shall not be entitled to receive payment or reimbursement for the corresponding item.
  - e. In addition to the allowance provided in Articles 7 and 8 of these Regulations, each participant may be authorized to receive a special allowance of three dollars (\$3.00) for each university activity or for each day of activity to cover the cost of snacks and other expenses incidental to his or her participation. This special allowance may also be paid as sole diet when the person's activity or participation does not entail payment or reimbursement of the trip.
  - f. Expenses for travel of athletes and other participants in university activities may be paid from Petty Cash funds.
  - g. Payments made to referees, scorers, masseurs, makeup artists, camera-persons, photographers and other technical or assistance personnel used in university activities shall be considered expenses incidental to the trip.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 19

- h. The provisions of this Article shall also apply to travel expenses of authorized participants that are not included in the programs of the Department or Office in charge of the activity or of the representation of the University. In these cases the necessary authorizations shall be given by the Director of the Department or office to which the participant belongs.

Article 17 - Insurance and Bonds

- a. Advance funds for trips to employees of the University are covered up to ten thousand dollars (\$10,000) by the Fidelity Bond of the comprehensive policy that covers any dishonest act by the employee while he or she is traveling. If the travel fund advance exceeds ten thousand dollars (\$10,000) and the person who seeks to manage the funds is not covered by a greater amount that is enough to cover the advance, the excess shall be included in the comprehensive policy, requesting said coverage from the Public Insurance Administration of the Department of the Treasury.
- b. When the trip is to be carried out by employees of any public corporation or any other government agency of the Commonwealth of Puerto Rico who is authorized to travel in official duties of the University, it shall be verified that they are covered by the policies of their respective corporations or agencies. If the advance is greater than the amount covered in the policy, the excess shall be included in the University's global policy.
- c. When the trip is to be carried out by a student or an individual who is not an employee of the government and is not covered by any policy of the University or any other government agency, said student or person shall be included in the comprehensive policy prior to receiving advance funds for the trip.
- d. Private automobiles of persons authorized to use them in the performance of official duties in accordance with Article 6 are covered in the University's automobile policy that covers bodily harm to third parties and damage to foreign property. The automobile policy in effect does not cover risks of collision, theft, fire, vandalism or other damage that the automobile of the employee may be subject to in the performance of an official task. Personnel that travel are covered by the policy of the State Insurance Fund and by the Automobile Accident Compensation Act (ACAA, acronym in Spanish).
- e. If a person who is authorized to use his or her private automobile in the performance of official tasks causes harm to private or public property or persons as a consequence of an automobile accident while traveling

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 20

in the performance of official tasks, he or she shall inform his or her supervisor or the employee who authorized the trip immediately as to the accident. He or she shall also:

1. Submit a written report to the supervisor or employee mentioned above, who in turn shall submit it to the Insurance and Bond Officer of the appropriate unit. A copy of Model 141, Request and Authorization for Use of Private Vehicle, which was used to authorize the person to use his or her private automobile during official tasks must be included.
2. If the person who had the accident is incapacitated and unable to notify the incident, the immediate supervisor shall be responsible for informing the Bond and Insurance Officer of the appropriate unit as to the accident.
3. In any cases in which a claim or complaint against the University can result from the accident which occurred, the Legal Affairs Office of the appropriate Unit shall be notified immediately.

Article 18 - General Provisions

- a. When a person who is authorized to travel outside of Puerto Rico is required to interrupt his or her work and remain in his or her temporary position due to an illness, he or she shall be entitled to receive an allowance for food and lodging for the period that the illness lasts, upon submitting evidence in that regard, for a maximum of fourteen (14) calendar days. When a trip in Puerto Rico is involved, the maximum shall be five (5) calendar days.
- b. Anyone who is required to return to his or her private residence due to an illness while he or she is in an official trip shall be entitled to reimbursement or payment of cost of transportation incurred, taking as a basis the most economical means of travel as long as the illness permits it. When the nature of the illness causes the use of more costly means of transportation, payment or reimbursement of expenses shall be justified by describing the circumstances in the payment voucher.
- c. Persons authorized to travel may claim expenses for medical services, hospitalization, medicine, and other similar expenses incurred during medical treatment while official tasks are carried out in cases in which a justification and evidence that said expenses were a direct consequence of the assigned official task are submitted, as long as the illness or accident is not compensated by the State Insurance

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 21

- Fund, and are not covered by any other type of medical insurance. In order to be entitled to reimbursement, the receipts or invoices shall be submitted as to payments corresponding to the medical services provided, hospitalization, medicine, and others. Employees who approve of travel abroad may authorize the purchase of preventive medicine, such as analgesics, antacids, and others when travel is to locations that do not have medical service facilities and where there are known health risks.
- d. Allowance shall not be paid to any employee while he or she is partaking in ordinary leave, sabbatical, extraordinary leave that is paid or for which the employee received economic assistance, unless during the course of said leave said employee is required to perform an official task.
  - e. When authorizing trips for official tasks during holidays or non-working days, the voucher shall justify the service need and convenience of traveling on such days.
  - f. If a person dies while performing an official task outside of Puerto Rico, the employee who authorized said trip, in consultation with family members, may order that the appropriate steps be taken for embalming and transfer of the corpse to his or her private residence or nearby funeral home. The University shall pay for costs incurred for this directly to family members of the deceased or to whomever paid on behalf of said family members or performed services on credit. The University may be asked to reimburse or pay for said expenses by submitting receipts or other justification needed to verify these. Said expenses shall be reasonable and moderate. Reimbursement shall have the approval of the President or the corresponding Rector or Director, as appropriate. Similarly, expenses for visiting professors who die in Puerto Rico shall also be reimbursed or paid.
  - g. In cases in which a person is authorized to carry out an emergency official trip abroad without prior planning, making it impossible for him or her to request funds ahead of time, he or she shall be entitled to reimbursement of travel expenses incurred during the performance of the official tasks in accordance with the provisions of these Regulations. In said cases, the person who authorized the trip shall be responsible for submitting a miscellaneous liability to reserve the total funds authorized in the travel order to the appropriate Accounting Office. The receipt submitted to request reimbursement shall indicate the number of said miscellaneous liability.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 22

- h. The most economical basis to advance funds or make disbursements for travel expenses shall be determined in accordance with the circumstances of each case, taking into account the amount of time available and the convenience and practicability of the trip from the point of view of the service needs.
- i. Reimbursement of travel expenses to the President of the Board of Trustees, its members and its Executive Secretary, to the President of the University and to the Rectors of the University System for trips taken in and out of Puerto Rico shall be carried out based on costs incurred, by submitting appropriate evidence, invoices, and receipts unless it is impractical to obtain them. When it is not possible to obtain evidence of payment, a certification shall be submitted to that effect.
- j. When the travel order authorized representation expenses, they shall be reimbursed after submitting the corresponding report which shall indicate the reason for the expense, the persons who participated in the meeting or dinner and their official relationship with the event. Whenever the confidentiality of the persons present is required, the report stating their names shall be kept in the office of the Rector of the institutional unit involved.
- k. Representation expenses shall not be authorized for meetings or dinners in which all of the participants are employees or persons under contract with the University.
- l. Costs incurred in actions taken in courts or other places as a consequence of automobile accidents or other personal circumstances which arise during an official task for which the person who was authorized to travel was accused or sued shall not be considered travel costs.
- m. Any claim for reimbursement for expenses related to travel in and out of Puerto Rico shall be submitted within a maximum of ninety (90) calendar days from date of return. The University shall not process travel expense reimbursement beyond the above period. This provision shall be indicated in the travel order.
- n. Any person authorized to transport University property shall be responsible for its loss or damage if he or she is negligent or at fault.

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UPR TRAVEL EXPENSE REGULATIONS

COMPILED VERSION  
DECEMBER 14, 2010  
PAGE 23

Article 19 - Amendments and Revocation

- a. These Regulations may be amended or revoked solely by the Board of Trustees.
- b. The President or the employee delegated by him or her may issue circular letters and procedures related to the use, preparation, processing of the forms required to implement the provisions of these Regulations and interpret any controversy related to the provisions of these Regulations or situations not contemplated therein.
- c. Any prior bulletin, circular letter, instruction, regulations or communication that is in conflict with the provisions of these Regulations is hereby revoked.

Article 20 - Validity

These Regulations shall enter into effect thirty (30) days after it is enacted by the Board of Trustees.



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