

**Article 38**  
**TRAVEL REIMBURSEMENT**

- A.** The University will reimburse employees for expenses in accordance with the provisions of the University of California Business & Finance Manual.
- B.** University-approved out-of-state lodging expenses will be reimbursed based on the expenses actually incurred as supported by receipts provided prior approval has been received. Other travel expenses shall remain subject to the per diem rate set forth above regardless of where the expenses were incurred.
- C.** When subsistence expense is paid directly by the University, the individual employee's per diem will be reduced accordingly.
- D.** Changes in per diem rates which are uniformly implemented for non-represented staff employees shall be implemented for the employees covered by this Agreement.

**PER DIEM RATES -- LAWRENCE BERKELEY LABORATORY**

Policies, procedures, definitions, qualifications, calculations, covered hours and rates relative to Per Diem Rates at the Laboratory shall remain in effect for employees at the Laboratory and where in conflict shall supersede the provisions of this Article in A. above.