

From: Peter Goldstein
To: Amelia Sandro; John Bilmont; Susan Quan
Date: 7/18/2007 8:54:39 AM
Subject: new rule relating to travel

After much careful consideration I would like the following new rule to be implemented effective immediately:

When an employee travels to a conference on official business and the trip is paid for with grant funds, if the employee stays at the hotel where the conference is being conducted, the college will reimburse the employee in full for the cost of lodging at that hotel even if the price exceeds the standard DBO rate for lodging.

PG

Peter Goldstein
San Francisco Community College District
Vice Chancellor for Finance & Administr'n
415.241.2229

CC: Phyllis McGuire