

November 2017

REMINDERS, UPDATES & NEWS

REMINDERS



Open Enrollment for 2018 medical plans and other benefits began October 26 at 8:00am and ends on November 21, 2017 at 5:00pm. Changes you make during Open Enrollment are effective Jan. 1, 2018. You may make the following changes only during this period:

- Change or enroll in medical, dental, vision or legal plans
- Enroll eligible family members in medical, dental, vision or legal plans
- Enroll in Health or Dependent Care Flexible Spending Account (re-enrollment is required each year)
- Start or change contributions to Health Savings Account (changes can be made throughout the year)

Become informed and learn your plans by going to the [Open Enrollment website](http://ucnet.universityofcalifornia.edu/oe/) on UCnet:
<http://ucnet.universityofcalifornia.edu/oe/>

Make changes in [AYS Online](#) on [UCnet](#):

1. Sign in using your *At Your Service ID and password*
2. Select “Open Enrollment for 2018” link
3. Select the tab for the change you desire
4. Confirm your selection
5. Print your confirmation

FRIENDLY REMINDERS:

- OE booklets were mailed by UCOP on Oct. 20.
- If you were hired after Sept. 14, 2017 – a booklet was not mailed to you. Instead, please visit the [Open Enrollment website](#) for information.

If you have no changes for 2018, you don’t need to do anything – except for the Health and/or Dependent Flexible Spending Account (FSA). You must reenroll in the FSA plans every year during Open Enrollment if you wish to make pre-tax contributions to the account in the next year.

- Open Enrollment Event Flyer for [Faculty and Staff Events](#)

MINI-FAIR DETAILS for Faculty & Staff

- When: Friday, November 3
- Where: University Center (UCEN)
- Time: 9:00AM—2:30PM

Benefits Videos

<https://uc.a.guidespark.com/>



Please do not book Travel Packages or Bundles for University-related travel from internet vendors such as Expedia, Trivago, or Travelocity, etc.

Travel "packages" offered by internet vendors typically do not include itemized expenses, plus they must be paid in full before the travel occurs.

Therefore, no business-related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, car rental, etc.) to assure appropriate documentation for reimbursement.



Supervisors of Student Employees: Be sure to obtain the personal emergency contact information for your student employees, so that you know how to contact them in the event of an emergency.

- Student Employee's Cell Phone Number
- Name and Phone Number of Emergency Contact

UPDATES

Update to UC Travel Policy: New Reimbursement Limits for Meals and Lodging – Effective October 15, 2017

The new limits apply to travel assignments of less than 30 days within the continental United States (CONUS) occurring on or after Oct. 15. Travel expenses incurred before Oct. 15 will be reimbursed in accordance with the previous limits. If a trip straddles the date, both rates will apply according to the date of the expense.

For more information about this decision, please see the official [UCOP announcement](#).



M&IE (Meals and Incidental Expenses) Cap is \$62/day, effective October 15, 2017

This meal cap is the maximum amount that UC travelers can claim daily for meals and incidentals (tips) during short-term business travel in the continental United States. You may claim only the actual reasonable costs incurred. You may not treat the meal cap as a "per diem" and claim the whole amount every day. Receipts should be obtained for all meals and are required to calculate the actual amount to claim for reimbursement up to the \$62 threshold.

M&IE Meal Cap Guidelines

- Meal costs can be claimed only for travel longer than 24 hours and with overnight lodging.
- You may only claim the actual amount spent up to the maximum listed above per day.
- M&IE meal cap is not the same as a per diem, which applies to long-term U.S. travel (30 days or more) and travel outside the continuous 48 States
- Receipts should be obtained for all meals and are required.
- Receipts are required to calculate the actual amount to claim for reimbursement up to the \$62/day M&IE meal cap.
- The incidentals portion of an M&IE meal cap rate includes tips for service (e.g., for waiters, baggage handlers, etc.)

Why was the M&IE cap changed?

Based on the State Auditor recommendations, the Office of the President was asked to re-evaluate reimbursement limits in several areas including M&IE. After a thorough comparative analysis between Federal, State, the California State University system as well as some national universities, \$62 was agreed upon. This also aligns us with the CSU system.



CONUS (Continental U.S.) Lodging Cap of \$275/night, effective October 15, 2017

The reimbursement of lodging expenses states that it must be reasonable for the location of travel (if business travel is under thirty days; otherwise it is the federal lodging per diem for the location if over thirty days). It is recommended that when lodging expenses exceed 200% of the federal per diem for the locality of travel, the traveler submit additional documentation supporting the higher lodging rate incurred.

Why was the hotel cap changed?

This change is also a result of the State Auditor's recommendations. Although more restrictive than current policy, the new cap is not as rigorous as Federal and State standards but does align with the CSU system.

Are there different limits for traveling to San Francisco or New York or other high cost cities?

No, there is one cap for all destinations within the lower 48 states. There are some cities that will require exceptions and it is the traveler/delegate's responsibility to obtain the proper documentation at the time of booking and provide justification in the travel expense reimbursement request.

What if I am traveling to Hawaii, Alaska, or a foreign location?

There is no change in policy to travel to Hawaii, Alaska, or foreign locations. The \$275 cap only applies to the CONUS, or lower 48 states. Travel to Hawaii, Alaska, or other foreign locations continue to utilize per diem limits set by the Department of State.

What if the conference I'm attending has accommodations at the hotel and the price is over the \$275 cap?

In this instance, the traveler would add a comment to the reimbursement request that the conference was held at the hotel and recommended by the conference. They should include a screenshot of the recommendation from the conference website.

NEWS



Effective January 21, 2018, USPS rates will be increasing. USPS Mailing Services product prices will rise approximately 1.9 percent and most Shipping Services products will average a 3.9 percent price increase.

Below are summaries of some of the basic rates for Letter & Postcards and further down is a table for domestic Priority Flat Rate Retail prices.

Product	Current	Proposed
Letters (1 oz.)	49 cents	50 cents
Letters additional ounces	21 cents	21 cents
Letters (metered)	46 cents	47 cents
Outbound International Letters (1 oz.)	\$1.15	\$1.15
Domestic Postcards	34 cents	35 cents

USPS Priority Flat Rate Retail Prices

Product	Current	Proposed
Small Flat Rate Box	\$7.15	\$7.20
Medium Flat Rate Box	\$13.60	\$13.65
Large Flat Rate Box	\$18.85	\$18.90
APO/FPO Large Flat Rate Box	\$17.35	\$17.40
Regular Flat Rate Envelope	\$6.65	\$6.70
Legal Flat Rate Envelope	\$6.95	\$7.00
Padded Flat Rate Envelope	\$7.20	\$7.25

After January 21, 2018 all USPS Postage Rates and Special Service charges can be found at:

<https://pe.usps.com/text/dmm300/notice123.htm>

Before January 21, 2018 the current, active USPS Rates will be shown at the link above.

Also, the US Postal Service just announced its shipping deadline schedule for the upcoming 2017 Holiday season.

US Postal Service 2017 Holiday Shipping Deadlines

<http://www.kctv5.com/story/36616313/usps-releases-2017-holiday-shipping-deadlines>

Enrollment Services Administrative Unit

<http://www.sa.ucsb.edu/enrollment-services/>