



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

RESOLUTION NO. 23-10 RELATIVE TO AMENDING THE RCUOG TRAVEL POLICY

WHEREAS, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

WHEREAS, RCUOG'S Travel Policy was amended in 2022 to allow for the most reasonable, lowest airfare that includes one checked bag and one carry-on bag, to increase the amount allowed for internet charges, and to allow travelers an additional day of outbound travel to Puerto Rico, the Eastern Seaboard, and other distant locations if their flight arrives at 6PM or later and their conference or activity begins before noon the following day; and

WHEREAS, the Travel Policy needs further amendment under section 4d to allow travelers to tip up to a 15% gratuity for meals and incidentals; and


WHEREAS, the Travel Policy needs further amendment under section 5b to replace the term "Eastern Seaboard" with "travel outside of the Pacific corridor that requires more than 8 hours of flying time;" and

WHEREAS, the Travel Policy needs further amendment under section 6 to amend the Travel Days Between Official Business section to replace the word "conference" with "business related activities or events;" and

WHEREAS, the Travel Policy needs further amendment under section 9 to amend travel authorization preparation from "10 days prior to the travel date" to "10 business days prior to the travel date."

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby amends the RCUOG Travel Policy to allow for travelers to tip up to a 15% gratuity for meals and incidentals; to replace "Eastern Seaboard" with "travel outside of the Pacific corridor that requires more than 8 hours of flying time;" to replace the word conference with business related activities or events; and to include ten business days when travelers are preparing travel authorizations.

Adopted this 28th day of November 2023.


Anita Borja Enriquez (Nov 29, 2023 16:26 GMT+9)

Dr. Anita Borja Enriquez, Chairperson

ATTESTED:


Ryan Shook (Nov 29, 2023 16:09 GMT+10)

Ryan Shook, Secretary


Resolution 23-10 Amending the Travel Policy

Final Audit Report

2023-11-29

Created:	2023-11-29
By:	Cathleen Moore-Linn (rcuogprocurement@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7tZxftwMLWF-xfzoPMRZ-9tDMG_5xSxw

"Resolution 23-10 Amending the Travel Policy" History

-  Document created by Cathleen Moore-Linn (rcuogprocurement@triton.uog.edu)
2023-11-29 - 6:06:14 AM GMT- IP address: 168.123.140.53
-  Document emailed to Anita Borja Enriquez (abe@triton.uog.edu) for signature
2023-11-29 - 6:06:17 AM GMT
-  Document emailed to Ryan Shook (shookr@triton.uog.edu) for signature
2023-11-29 - 6:06:17 AM GMT
-  Email viewed by Ryan Shook (shookr@triton.uog.edu)
2023-11-29 - 6:09:10 AM GMT- IP address: 168.123.102.42
-  Document e-signed by Ryan Shook (shookr@triton.uog.edu)
Signature Date: 2023-11-29 - 6:09:45 AM GMT - Time Source: server- IP address: 168.123.102.42
-  Email viewed by Anita Borja Enriquez (abe@triton.uog.edu)
2023-11-29 - 7:26:06 AM GMT- IP address: 125.143.54.1
-  Document e-signed by Anita Borja Enriquez (abe@triton.uog.edu)
Signature Date: 2023-11-29 - 7:26:23 AM GMT - Time Source: server- IP address: 125.143.54.1
-  Agreement completed.
2023-11-29 - 7:26:23 AM GMT