



VICE PRESIDENT—FINANCE

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, California 94607-5200

December 16, 2008

## CONTROLLERS

Subject: Membership in Airline and Airport Clubs

Business and Finance Bulletin G-43, *Policy on University Membership in Organizations*, has been revised to prohibit the purchase of memberships in airline and airport clubs. Current memberships held by employees must be terminated or converted to employee-paid memberships effective February 1, 2009, and are subject to the requirement that the employee report his or her business and personal use of the membership through that date.

The occasional purchase of a one-day airline or airport membership may be approved, provided there is a significant business purpose for the use of the membership such as a planned meeting or conference call. The cost of the membership is reimbursable as a miscellaneous travel expense under Business and Finance Bulletin G-28, *Policy and Regulations Governing Travel*.

Please contact Michael O'Neill if you have any questions concerning these revisions.

A handwritten signature in cursive script that reads "Anne C. Broome".

Anne C. Broome  
Vice President--Finance

Cc: Interim Provost and Executive Vice President Grey  
Executive Vice President Lapp  
Senior Vice President Vacca  
Vice Chancellors--Administration  
Acting Associate Vice President Cammidge  
Assistant Vice Associate Plotts  
Interim Executive Director Price  
Manager O'Neill  
University Policy Coordinator Capell