G"2#*2'./%#*"#'AB#G2"0#O'+F'2B#"2#`'N%'AB#"2#'A"*@/2#>E*/#KQG#+")#*')D@*#6#(")2>/>5#"A/#'*#
O'+F'2B#'AB#"A/#'*#<"A("2BH##`A/#FE%%#1/#2/E01)2>'1%/H###
#
#I2EA*#")*#'#a'Cb)/>*#"2#"*@/2#("0C)*/2#D/A/2'*/B#('%()%'*E"A#"G#*@/#0E%/'D/#
G2"0#+")2#@"0/#*"#*@/#A"AK@"0/#('0C)>H#
#^")#'2/#/A*E*%/B#*"#0E%/'D/#1'>/B#"A#+")2#>*'2*EAD#C"EA*,##=//#(@'2*#EA#$**'(@0/A*#
$H##
#
#
#I%/'>/#GE%%#EA#'#*2'./%#2/E01)2>/0/A*#G"20#G"2#/'(@#_)'2*/25#'**'(@#*@/#a'Cb)/>*#
L"2#"*@/2P#0E%/'D/#B"()0/A*'*E"A#'AB#>)10E*#*@/#G"20L>P#*"#+")2#$>>"(E'*/#9/'AH##!@E>#
0'+#1/#B"A/#1+#/0'E%H#0'E%5#"2#EA#C/2>"AH##
#
cH##;T'0C%/>,###
#
$H $#G'()%*+#0/01/25#F@"#%E./>#EA#<"A("2B5#B"/>#*@/#0'%"2E*+#"G#@/2#F"2N#EA#O'+F'2B#1)*#6#
*E0/>#'#F//N#>@/#*2'./%>#*"#<"A("2B#('0C)>H##<'A#>@/#1/#2/E01)2>/BJ##^/>H##=*'2*EAD#'*#
@/2#@"0/#'AB#D"EAD#*"#*@/#<"A("2B#('0C)>#E>#2/E01)2>'1%/5#'>#E>#D"EAD#@"0/#G2"0#*@/#
<"A("2B#('0C)>H#
#
?H $#G'()%*+#0/01/2#B"/>#*@/#0'%"2E*+#"G#@E>#F"2N#'*#O'+F'2BH##O/#E>#'>N/B#*"#'**/AB#'#
0//*EAD#"A(/#'#0"A*@#EA#<"A("2B5#E>#*@E>#2/E01)2>'1%/J##^/>H##O/#('A#1/#2/E01)2>/B#G"2#
@/#0E%/'D/#G2"0#O'+F'2B#"#<"A("2B#'AB#1'(N#"2#1'(N#*"#@E>S@/2#@")>/#LF@E(@/./2#E>#
%/>>P#
#
<H R@'*#'1")*#*2'./%#*"#"*@/2#>E*/>J##!@E>#E>#'%>"#2/E01)2>'1%/#1)*#0)>*#1/#B"()0/A*/BH###
#
]H##R@+#'2/#F/#C'+EAD#'*#*@E>#*E0/J##R@'*#EG#*@/2/#'2/#"*@/2#_)/>*E"A>J###
#
$H !@E>#E>#*@/#2/>)%*#"G#'#>/**%/0/A*#FE*@#*@/#<&$8#E*#E>#EA#("0C%E'A(/#FE*@#*@/#<=:d>#*2'./%#
C"%E(+H##
#
?H I%/'>/#("A*'(*#*@/#$>>"(E'*/#9/'A#"G#+")2#("%%/D/#EG#*@/2/#'2/#"*@/2#_)/>*E"A>H###
#
eH##$**'(@0/A*>,###
#
$H $**'(@0/A*#$#L-"*/,#$**'(@0/A*#$#>'+>#E*#E>#'CC%E('1%/#G2"0#=/C*/01/2#34K#-"./01/2#e5#
F/#'2/#'CC%+EAD#*@/#>/**%/0/A*#G"2#'%%#"G#&'%%#b)'2*/28#*@/#B/GEAE*E"A>#EA#*@/#<@'2*#'CC%+#
*"#'%%#>)(@#*2'./%#EA#G)*)2/#_)'2*/2>P##
?H <=:#;'>*#?'+#!2'./%#&"20#
#
<"*&(66;(!-*()*"+,%(&-("(5,#-/A(#"24$5(%-#"&@-/(>-*(E@/&,*(BCDF(-/G"*A(
((
3H##!@/#>'0/#*2'./%#2)%/>#FE%%#'CC%+#?:!,#

$H ^")#0)>*#@'./#*'N/A#*@/#9/G/A>E./#92E.EAD#(")2>/H##!@/#(")2>/#E>#%"('*/B#'*#
@**C>,SS'B@'+F/13UH(>)/'>*1'+H/B)SF>'CC>S0'>*/2+A/*S##
#
?H ^")#0)>*#GE%/#'#G"20#')*@"2EZEAD#+")#*"#)>/#'#C2E.'*/#./@E(%/#G"2#>*'*/#
1)>EA/>>,#@**C,SSFFFHB"()0/A*>HBD>H('HD".S">CSCBGS>*B6e3HCBG#
#
<H ^")#0)>*#>)10E*#+")2#*2'./%#(%'E0#G"20#FE*@#'A#EAN#>EDA'*)2/#EA#'#*E0/%+#0'AA/2#*"#+")2#
B/C'2*0/A*#>/(2/*'2+#"A#/E*@/2#'#0"A*@%+#"2#_)'2*/2%+#1'>E>H#
#
#6H##-"*/,#*@/2/#'2/#A"#/T(/C0.4(*@)1(*@)-(/)%/-0.5(0)0.2TT1.11'*/#

ATTACHMENT A

November 19, 2012

To: All Faculty Unit Employees employed by CSU East Bay from September 19, 2011 to November 6, 2012

From: Linda S. Dobb, Associate Provost

Re: Mileage reimbursement for travel to and from locations other than the home campus

Please be advised that CSU East Bay faculty unit employees who are assigned to perform work at a location other than their home campus (non-home campus), as defined by CSU Travel Procedures and Regulations (C. Automobile – 1. Allowable Mileage Expense)("CSU TRAVEL POLICY"), which does not require an overnight stay and has not been previously reimbursed, shall be eligible for mileage reimbursement from September 19, 2011 to November 6, 2012 upon request in the following manner:

From (starting location):	**To (destination):**	**Amount of mileage to be paid:**
Faculty unit employee's residence	Non-home campus	Whichever is less – • Mileage from faculty unit employee's residence to non-home campus or • Mileage from home campus to non-home campus
[redacted]	Faculty unit employee's residence	Whichever is less – • Mileage from non-home campus to faculty unit employee's residence or • Mileage from non-home campus to home campus
Home campus	Non-home campus	[redacted]
Non-home campus	Home campus	Mileage from non-home campus to home campus

[redacted]

STATE STATE

LINE	(2) DATE	TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(6)	(8)	(9)