

Memorandum

Date: April 16, 2020
To: Foundation Customers and Staff
From: Jerome Groomes
Executive Director

Subject: Notification for Foundation Customers & Staff – Temporary Amendment of Foundation Travel Policy

Dear Foundation Customers and Staff,

Due to the COVID-19 pandemic we have found it necessary to temporarily amend Foundation's approved Travel Policy, Subsection 2, which defines the term headquarters. Currently, headquarters is defined as the place where the employee spends the largest portion of regular workdays or working time, or the place to which the employee returns on completion of special assignments. For most employees, the headquarters has been the California State University, Dominguez Hills campus.

Per the President's March 17, 2020 memorandum, applicable employees have been instructed to telecommute from home. As such, we have deemed it appropriate to temporarily consider the employee's place of residence as the headquarters to calculate mileage while the telecommuting provision is in place. Mileage reimbursements submitted during the telecommuting provision should follow the aforementioned guidelines.

All international and non-essential domestic travel has been suspended through May 31, 2020, therefore we do not anticipate significant use of this provision. On the rare occasion that transportation expenses are incurred on a Foundation account or grant program during COVID-19, mileage should be calculated based on the employee's place of residence until further notice. As a reminder, mileage reimbursement for travel to and from the CSUDH campus and home is excluded from this provision as specified in the Emergency Telecommuting Guidelines.

If you have any questions or concerns, please do not hesitate to reach out to me directly. I can be reached via email or by phone (my office number will be redirecting calls to my cellular phone).

Jerry Groomes
Executive Director
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