Hello Everyone,

UCAR has made an update to a policy that may impact you, and issued a reminder on training that I wanted to make sure you were aware of.

UCAR Travel Policy
Due to a recent audit, if you add personal days onto a business trip, and if the personal days exceed the number of "business travel per diem days," you will **not** be able to receive coverage from CPAESS for your airfare. If this is the case, you will have to pay for your entire airfare out of your own pocket.

To give some clarification, the "business travel per diem days" refers to the amount of per diem you are receiving as the count for days. As an example, say you travel on a Thursday to attend a one-day meeting on Friday and fly back on Saturday. On Thursday and Saturday you are receiving 0.75 the normal amount of per diem for each of those days. You receive a full day of per diem for the Friday meeting day. So, the "business travel per diem days" in this case is 0.75 (Thursday) + 1 (Friday) + 0.75 (Saturday) = 2.5 days. Adding onto this example, if you add 3 days of personal travel on this trip, your airfare would not be able to be covered by CPAESS, due to the personal days outweighing the "business travel per diem days."

This policy will not apply if you are working remotely during any of your personal days. If you take an additional day after a meeting, but are working remotely during that day, it will not be considered a personal day. UCAR will need it in writing from you if this is the case.

I know none of our staff are traveling for business needs at the moment, but wanted to ensure I shared this travel policy update! This may change the way that some of you travel, so please keep this new policy in mind when you are planning travel in the future.

If you have any questions about this new policy, you are welcome to review the update here by reading the "2. Airline Travel" subsection of the "Modes Of Travel" section (you must sign in to your UCAR account in order to view this page). You are also welcome to direct any questions to cpaess-travel@ucar.edu and someone from the UCAR Administration Office will get back to you.

UCAR Privacy and Security Awareness Training
In an ongoing effort to protect each other and our work, UCAR is requiring this course to be completed by all staff. The training covers security and privacy awareness. Please note that you should leave at least 30 seconds to 1 minute after completing the end of the course before closing the window. This gives the course time to report the training to Workday. This course is due on August 10, 2020. Please click here to view the notification details. You will need your CIT password (same as Workday).

Thanks for your attention on these issues. Please reach out if you have any questions.

I am thinking of you all and wishing you well,

Hanne