G-28 Travel Regulations
Campus Reminder

Making Travel & Expense Easier: Self-Service Resources & Important Policy Reminders

Use Concur Self-Service for routine travel and expense transactions. Contact Travel & Expense Management for complex travel, unusual reimbursement situations, or cases requiring additional coordination.

The Travel & Expense Management team is committed to making the travel and reimbursement process as efficient and straightforward as possible while ensuring UC Merced remains compliant with university and sponsor requirements.

Many routine travel and expense transactions can be completed directly through Concur Self-Service, allowing employees to move requests, bookings, and reimbursements forward without waiting for assistance. Additional documentation or team support may be required for more complex situations.

Use Concur Self-Service for Routine Travel & Expense Needs

For many common transactions, employees can complete the entire process themselves in Concur, including:

- Creating Travel Requests for airfare paid through Direct Bill
- Booking airfare for university business
- Booking rental cars
- Booking hotels
- Creating and submitting expense reports for:
    - Business meeting meals
    - Conferences and domestic or international business travel
    - Events and entertainment
- Capturing and uploading receipts through the Concur Mobile App while traveling

Using Self-Service for routine transactions can help get travel booked and reimbursements processed more quickly, while allowing the Travel & Expense Management team to focus on complex situations requiring additional coordination or expertise.

Important Reminder for Preparer-Created Expense Reports

When a preparer creates an expense report on behalf of an employee, the **employee must** **log in to Concur**, review the completed expense report, and submit it for the report to enter the approval workflow.

Preparers may create and complete expense reports on behalf of employees; however, **preparers cannot submit an expense report on behalf of the employee**. The employee is responsible for reviewing the report for accuracy and completing the final submission in Concur.

When Should You Contact Travel & Expense Management?

Our team is available to assist with situations such as:

- Group travel involving multiple travelers
- Multi-week travel requiring additional planning or coordination
- Multi-city or multi-country travel involving complex itineraries
- Complex reimbursement situations requiring additional review or guidance

Our goal is not to have employees navigate complex situations on their own. We want our team to be available when assistance is truly needed while routine transactions continue moving efficiently through Self-Service.

Important Travel Policy G-28 Reminders

In early 2026, Internal Audit conducted a review of Concur processes and identified opportunities to improve consistency and clarity in audit procedures. Employees may therefore notice requests for additional documentation or clarification during review. These requests help UC Merced remain compliant with **UC Travel Policy G-28** and prepare the University for future external audits.

Document the Business Purpose

When submitting travel or entertainment expenses, documentation should support the business purpose of the trip or event.

For conferences, meetings, and events: Include an agenda, conference schedule, meeting agenda, or other appropriate supporting documentation.

For research or multi-stop travel: If a formal agenda is not available, provide a simple itinerary outlining the activities planned for each day of travel. This helps demonstrate the business purpose and provides important support during internal and external audits.

Provide a Business Justification for Transportation

Every expense submitted for reimbursement requires a clear business justification, including Uber, Lyft, taxi, and other rideshare expenses.

- The business purpose of the trip
- The to/from locations
- An explanation of how the transportation supported University business

Providing this information helps distinguish business-related transportation from personal travel during the audit process.

Foreign Travel Per Diem

When claiming foreign meal or lodging per diem:

- Meal per diem should only be used for meal expenses.
- Lodging per diem should only be used for lodging expenses.
- Meal and lodging per diem should not be combined into a single expense.
- If claiming the foreign per diem amount without submitting meal receipts, you may be asked to provide a statement confirming that your actual expenses met or exceeded the amount claimed.

Grant-Funded Travel

For travel charged to GNT/CNT funding, all receipts should be retained and submitted regardless of the dollar amount.

While G-28 does not require receipts for certain expenses under $75, grant sponsors may have stricter documentation requirements. If a sponsor requests supporting documentation and receipts are unavailable, the University may be required to repay the questioned costs.

Mileage Reimbursement

Normal commuting between an employee’s residence and regular work location is not reimbursable under G-28.

When traveling directly from home to an alternate business location, employees should deduct their normal home-to-work commute from the total mileage claimed and may be reimbursed only for the additional business mileage.

Normal Commute	Trip to Research Site	Reimbursable Mileage
20 miles	32 miles	12 miles

If the alternate location is closer than the employee's normal commute, no mileage beyond the commute would be reimbursable. This requirement does not apply when a documented remote work arrangement designates the employee's residence as their approved work location.

Helpful Concur Resources

You don't have to figure everything out on your own. The Travel & Expense Management team has resources available to help you successfully navigate Concur:

- **Concur Video Library** — Step-by-step videos covering common Concur tasks
- **Travel & Expense Resources** — Guides, job aids, and reference materials
- **Concur Mobile App Guide** — Instructions for managing expenses and capturing receipts while traveling

New videos and resources are added regularly, so check back often as we continue expanding our Self-Service resources.

Our Goal

Self-Service is designed to make routine travel and reimbursement transactions faster and easier, not to eliminate support when you need it. By using the available Concur resources and providing required documentation at the time of submission, you can help prevent delays and ensure expenses are processed efficiently.

The Travel & Expense Management team is here to support you with questions, complex travel arrangements, and reimbursement situations that require additional assistance.

QUESTIONS OR NEED ASSISTANCE?

Submit a **ServiceNow General Inquiry ticket** to the Travel & Expense Management team.

We appreciate your partnership as we continue strengthening our processes and supporting compliance with university and sponsor requirements.