
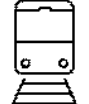








Concur is the official booking site for all UC Business Travel. Expense reports must include concise and strong business purpose and include conference announcements, invitations, agendas, and related documentation as necessary

	<p>Coach and economy class airfare is to be used. Higher-cost services are typically ineligible for reimbursement. Package deals or trip-insurance fees are generally non-reimbursable. Choose the most economical option within policy guidelines, ensuring efficiency and convenience for the traveler in economy class and the</p>	<p>Itinerary receipt showing payment and fare class</p>
	<p>Most economical train fare is to be used. Business train travel makes business sense</p>	<p>Itinerary receipt showing payment and fare class</p>
	<p>Surface Transport in Lieu of Air: If advance approval was obtained, you may use surface transportation for personal reasons even though the lowest available airfare is most economical. Total reimbursement cannot exceed the equivalent of lowest</p>	<p>Map screenshot of route driven & comparable airfare. (Roundtrip required for both</p>
	<p>Rent a car when it's more cost effective to the University than other means, such as taxi. Limit is intermediate size. Car bookings made through Concur Travel (UC's travel booking tool) include discount UC pricing and insurance coverage. Note: CDW/LDW and additional insurance or upgrades are not reimbursable.</p>	<p>Detail rental car receipt to include dates, traveler name, type of car rented as well as total, taxes, and fees.</p>
	<p>Private Vehicle: Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. Mileage reimbursement rate published in G-28 and the website covers the overall cost for fuel/gas, lubrication, towing, repair, replacements, tires, depreciation, insurance, etc.</p>	<p>None for single trip; mileage log for multiple trips over \$75 in total</p>
	<p>Hotel: UC maximum lodging rate for reimbursement is \$333 before taxes and mandatory hotel fees. Reserve using Concur Travel and use your Travel & Entertainment Card as payment (employees). Non-employees may request lodging to be prepaid by the University. Upgrades are typically ineligible for reimbursement. When an employee attends a local conference they are not on travel status (no lodging or meal expense is eligible for reimbursement).</p>	<p>Itemized receipt(folio) showing payment</p>
	<p>May I stay with a friend/family member? Yes, but you may not pay them. A non-cash gift such as flowers, groceries or a restaurant meal is allowed by may not exceed \$75 (Limit is 1 gift per stay (not 1 gift per night)</p>	<p>Receipt for non-cash gift if over \$25 (includes tax)</p>
	<p>Meals and Incidental Expenses (M&IE) refers to meals + service tips during trips of 24 hours to 29 days in the continental U.S. Travelers must claim the actual amount spend up to \$79 per day. When a UC Merced employee attends a local conference, or there is no overnight stay, they are not on travel status (no lodging or meal expense is eligible for reimbursement)</p>	<p>No receipts are required for domestic travel unless the expense is over \$75 or if \$79 is being claimed for multiple days.</p>
	<p>Per diem: applies to travel to Alaska, Hawaii, U.S. Possessions, and foreign locations and any trip over 30 within the continental U.S. Per diem is based on a published rate for specific locations for meals, lodging and service tips. Travelers should be reimbursed for their actual expenses up to the per diem rate.</p>	<p>Receipts are not required when claiming per diem using Concur Travel Allowance for lodging and M&IE. You can review per diem rates on the U.S. State Department</p>

Miscellaneous:

- UC Merced Travel Policy, as published on this website, is decisive. It has been adapted to UC Merced's business procedures. The source for UC Merced travel policy is [UC Travel Policy & Regulations \(G-28\)](#)
- Completed and approved expense reports must be submitted via Concur within 45 days of the end of travel. If
- You may share a room, shuttles, and cab rides with another traveler. Don't pay for another person's travel,
- Employees must be enrolled in UC Travel Insurance for each trip. Enrollment is automatic when booking in Concur
- Documentation supporting the business purpose is generally required (e.g. conference brochure, invitation, agency
- Department delegate/travel preparer - Working with your delegate may help ensure that any additional department requirements are met, including fund restrictions, required receipts and a strong detailed business
- If you're new or planning to travel soon, use this checklist to navigate the travel pre-authorization, booking, and reconciliation process UC Merced. [University Travel Process.](#)

