

TRAVEL REIMBURSEMENT

Quick Tips

BE TIMELY

Submit as soon as possible (no later than 45 days) after travel is complete.

BE COMPLETE (Omitting fields will cause delays.)

- 1 Include the reason for your trip, travel dates and all details so we know you've captured all reimbursable expenses.
- 2 List all expenses, even if paid by UC.
- 3 Spell out all words (do not use acronyms).
- 4 Receipts must include proof of payment.

BE FRUGAL

- 1 Expenses for others are not reimbursable.
- 2 Select the most economical mode of transportation.

BE AWARE

Adding personal travel requires more documentation, including department pre-approval and showing a comparable airfare for UC travel obtained at the time of booking.

BE INFORMED

For assistance with international travel, interpretation of travel policy ([G-28](#) or [BUS-79](#)) or any questions, contact the Travel & Expense Management via [Service Now](#).

GUIDELINES FOR DOMESTIC TRAVEL & ENTERTAINMENT

CONFERENCE/MEETING

RECEIPT Yes

1 Include agenda for conference/meeting. **2** Meals provided at meeting are not reimbursed.

AIRFARE

RECEIPT Yes

1 Standard baggage fees are permitted. **2** Air travel upgrades and fees (e.g., Business Select) are generally not reimbursed (see policy).

MILEAGE

RECEIPT No

1 Include to/from locations. **2** If travel occurs during the work-week, report total mileage less normal commute costs. If travel occurs on weekends or UC holidays, report total mileage. **3** Driving in lieu of flying requires airfare comparison and pre-approval. Reimbursement limited to whichever cost is lower.

TAXI/SHUTTLE FARES

RECEIPT Yes, if \$75 or more
Include to/from locations.

RENTAL CAR

RECEIPT Yes (itemized)

1 Limited to intermediate-size model unless no-cost upgrade is provided. **2** Use UC-contracted vendor. **3** Book through [Concur](#) **4** Additional insurance not reimbursable.

OTHER GROUND TRANSPORTATION

RECEIPT Yes, if \$75 or more

Examples include gas, parking, tolls and bridge fares.

HOTEL

RECEIPT Yes (itemized)

1 Requires travel at least 40 miles from office or home, whichever is closer; exceptions must be justified, appropriate and preapproved. **2** Include hotel folio and separately itemize all non-room charges on hotel bill. **3** If nightly room rate exceeds \$333, justification and supporting documentation are required.

MEALS

RECEIPT No

1 Requires minimum 24 hours travel or overnight stay. **2** Actual expenses paid up to \$79 per day, excluding alcohol.

ENTERTAINMENT (EMPLOYEE AND OTHERS)

RECEIPT Yes (itemized), if \$75 or more

1 Include purpose of the event and list of attendees. **2** Refer to policy for additional approval requirements and per-person limits.

Any travel requires substantiation: date and time of travel, purpose of travel or nature of business derived, origin and destination, and amount of each expense by date and location.