

Student Travel Quick Guide

Before You Go: Work with your sponsoring department to arrange for lodging accommodation, booking airfare, rental cars and to discuss payment options while on official university travel.

Personal items such as toiletries, phone chargers, clothing, carwashes, etc. are unallowable expenses and will not be reimbursed. Cardholder will be required to pay back the university for any unallowable expenses charged to an Instant Card. All receipts should be turned in to your sponsoring department.

Lodging

- Cannot exceed \$275/per night (before taxes)
- Itemized receipt is required
- Self-parking only (if applicable)

Meals

- Up to \$79/per day – actual expenses
 - Room service /honor bar (alcohol not allowed) charges are considered part of your \$79/day meal allowance
- Receipts required if grant funded (check with sponsoring department)

Rental Car

- Decline additional insurance or vehicle upgrades (GPS, Sirius, etc.)
- Itemized receipt is required
- Fuel for the vehicle is allowed and reimbursable

Personal Vehicles

- Mileage can be claimed when using a personal vehicle is the most economical form of transportation
 - This should be determined by your sponsoring department
- Gas purchases are not reimbursable when using a personal vehicle

T&E or Instant Card

- Issue with your card?
 - US Bank Customer Service: 800-344-5696

Student Travel Insurance Information

- <https://risk.ucmerced.edu/travel/uc-student-campus-travel>
- <https://risk.ucmerced.edu/travel/register-travel-insurance>
- <https://www.ucop.edu/risk-services-travel/index.html>
- [What to do in an Emergency while traveling](#)

Unallowable Expenses

- Personal items (toiletries, clothing, phone charges, etc.)