

Travel Processing & G-28 Policy Guidance & Quick Tips

All policies outlined in this document are governed by the University of California, Federal & State policies, and IRS regulations

Airfare Requirements:

- Approved Concur Request (if direct billed)
- Itemized receipt showing payment method (direct bill or out-of-pocket)
- When personal time is added to a trip, a comparable flight quote, collected at the same time the flight is booked, is required.
- Federal contracts and grants must use US carriers per the Fly America Act

Lodging Requirements:

- Itemized receipt showing proof of payment
- Nightly rate limit is \$275 (before tax)
 - Exceptions: staying at conference hotel or lowest cost hotel (supporting documentation must be provided with policy exception for approval by the Controller)

Rental Car Requirements:

- Final itemized receipt showing class of car (intermediate and below are allowable, per policy)
 - Additional justification required for full size or above
 - Additional insurance and upgrades (GPS, radio, etc.) are not reimbursable

Mileage Requirements:

- Reimbursable, should be the most economical form of transportation
- Reimbursed rate is determined annually by the IRS
- Hybrid and in-office employees are not eligible for commute mileage reimbursement to standard working location
- Gas is not a reimbursable expense when using personal vehicle

Meals & Incidental Expenses (M&IE) Requirements:

- \$79/day, over-night stay is required to claim M&IE
- Receipts not required, per policy, but should be retained in case of an audit
 - **All receipts must be retained if charged to grant funding**

Other Travel Documentation Requirements

- Gifts for Host/Hostess over \$25 require a receipt
 - Limit of one gift per stay,
 - No gift cards may be given
- Transportation over \$75 requires a receipt
- Parking over \$75 requires a receipt
 - Valet parking required business justification

AB-1887: The following states may only be reimbursed using unrestricted (non-state) funds

- Alabama, Arizona, Arkansas, Florida, Georgia, Idaho, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, West Virginia

Expense Report Processing

- Must be submitted within 45-days of expense or travel end date
- 45-days to 6 months the traveler must provide explanation for late submission
- 6 months or more an Exception to Policy must be submitted for Controller review

Entertainment/Meeting Processing and BUS-79 Policy Guidance

Documentation Requirements

- Agenda
- Attendee List
- Itemized receipt

Examples of allowable entertainment/meeting expenses

- Meetings of The Regents
- US-wide meetings
- Training sessions and conferences
- Committee meetings
- Planning meetings or work groups
- University hosted or sponsored meetings
- UC hosts guest or perspective appointee
- Meetings between faculty/administrators and students

Employee Morale/Team Building Activities – Higher Approval Form is REQUIRED

- Employee retirement/separation (must have 5 years of service)
- Annual faculty/staff picnics
- Holiday gatherings
- Employee Recognition
- **The university will not pay or reimbursement for the following activities:** Employee birthdays, weddings or anniversaries, other personal occasions
 - **State funds cannot be used for bereavement gifts (e.g. flowers, etc.)** per G-41 & G-42 policy

Funding

- State funds cannot be used for:
 - Alcoholic beverages or tobacco
 - Expenses requiring exceptional entertainment approval
- Contract and Grant Funds
 - Must be specifically authorized in contract or grant
 - Must adhere to extend and purpose authorized
- Non-state funds may be used for official entertainment within BUS-79 policy