June 2019 BRC Blast – Required Travel Documentation

When submitting travel reimbursements, the following documents are *always required*:

- Airfare receipt showing full itinerary, seat class and method of payment. Any airfare purchased using airline credits (not Frequent Flyer points as they have no monetary value) must include a copy of the original ticket and proof of payment.
- Itemized hotel receipt showing a “zero balance” and method of payment. Any lodging deposit transfers must include proof of payment.
- If lodging is direct billed, a hotel rooming list or folio is needed.
- Itemized car rental receipt showing expenses and proof of payment. If vehicle rented is larger than intermediate, a business justification is required.
- Conference registration receipt showing proof of payment.
- Receipt for Host/Hostess gifts that are $25.00 and above.
- Any individual expense that is $75.00 and above (including local transportation).
- When food is provided by the University and reimbursement is being requested, an attendee list with guest names and affiliations must be provided (expenses $75.00 and above require an itemized receipt).
- When exceeding the $275.00 per night domestic lodging cap, the traveler must include an explanation and supporting documentation to show that the traveler (1) stayed at the least expensive option as there were no other hotels in the vicinity within the $275.00 cap, or (2) stayed at the least expensive lodging option provided by the conference organizers, if attending a conference. This also applies when exceeding daily foreign per diem rates for lodging by location.

The following types of documents are not required, but assist in expediting the reimbursement process as they can provide valuable information regarding expenses being claimed:

- Meeting agendas
- Conference agendas listing daily schedules
- MapQuest or Google Maps showing driving directions and mileage claimed

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