

## 2025 G-28 Travel Policy Changes FAQs

### **Meals and Incidental Expenses – NEW LIMIT of \$92**

**Change to Policy: Effective October 1, 2024, the new M&IE cap will be \$92 per day.**

When is the new M&IE cap effective?

**The new M&IE cap is effective as of October 1, 2024.**

Why was the M&IE cap changed?

**The Office of the President was asked to re-evaluate reimbursement limits in several areas including M&IE. After a thorough comparative analysis between Federal, State, the California State University system as well as some national universities, \$92 was agreed upon. This also aligns us with the CSU system.**

What is the exception process?

**Consistent with current policy, there is no exception process. Anything submitted over \$92 per day will be considered personal/non-reimbursable.**

Will I need to turn in receipts?

**Consistent with current policy, travelers will be reimbursed for actual cost up to \$92 per day for M&IE. Receipts will not be required unless it appears that the traveler is treating the cap as a per diem by routinely claiming the full M&IE amount. Department policy, however, may require all receipts to be turned in for tracking approving authorized grant reimbursable amounts or other reasons.**

### **CONUS Lodging Expenses – NEW CAP of \$333 nightly rate**

**Change to Policy: Effective January 1, 2024, Hotel rate will be capped at \$333 per night for trips within the lower 48 states, before taxes and other hotel fees.** If the traveler is in a higher cost city and is unable to secure a room at or below \$333, the traveler must submit written justification as to why a rate under the cap could not be obtained and provide screen shots of price comparisons within the proximity of the meeting location. The price comparison should be performed at the time of booking.

When is the hotel cap effective?

**The hotel cap is effective as of January 1, 2024.**

Why was the hotel cap changed?

**This change is also a result of the State Auditor's recommendations. Although more restrictive than current policy, the new cap is not as rigorous as Federal and State standards but does align with the CSU system**

What is the exception process?

**Travelers must provide a written justification in the expense report as well as provide screen shots taken at the time of booking the reservation that they were unable to secure a room under the \$333 nightly cap. To ensure consistent application of the exception process and to include UC negotiated rates, screenshots should be taken from the Connexus Travel booking tool. It is recommended that travelers use the address of their event or conference and search for hotels within 2-5 mile radius.**

What if the conference I'm attending has accommodations at the hotel and the price over the \$333 cap?

**In this instance, the traveler would add a comment to the report that the conference was held at the hotel and recommended by the conference. They should include a screenshot of the recommendation from the conference website. As long as the conference was not offering alternative hotels at lower rates, these situations will be approved.**

What if the traveler does not include screen shots or alternative supporting backup at the time of booking when the \$333 cap cannot be met?

**Unless there are documented extenuating circumstances, the traveler will be reimbursed up to the \$333 policy limit.**

Are there different limits for traveling to San Francisco or New York or other high cost cities?

**No, there is one cap for all destinations within the lower 48 states. There are some cities that will require exceptions and it is the traveler/delegate's responsibility to obtain the proper documentation at the time of booking and provide justification in the expense report.**

What if I am traveling to Hawaii, Alaska, or a foreign location?

**There is no change in policy to travel to Hawaii, Alaska, or foreign locations. The \$333 cap only applies to the CONUS, or lower 48 states. Travel to Hawaii, Alaska, or other foreign locations continue to utilize per diem limits set by the Department of State.**

What if I have already booked my lodging reservations for dates after January 1, 2024?

**Travelers who currently have lodging reservations that exceed \$333 for travel on or after January 1, 2024, are encouraged to change their reservations to meet the new limits if changes can be made without penalties. However, if changes cannot be made to existing hotel reservations, we will apply the policy in effect prior to January 1, 2024.**

[More Travel & Entertainment FAQs](#)

Still have questions or seeking guidance for travel and entertainment issues? Please contact the BRC Travel and Entertainment Team at [BRCTravelandEnt@ucop.edu](mailto:BRCTravelandEnt@ucop.edu) for assistance.