

**Please read the following ALL THE WAY THROUGH as the information represents a significant change in how mileage and ground transportation reimbursements are calculated for UCOP travelers.**

March 6, 2014

Dear UCOP Travelers—

This week the BRC received the following clarifications from AVP and Systemwide Controller Arrivas' office regarding mileage, ground transportation and bridge toll reimbursements.

- UC does not pay commute costs. Only incremental, work-related transportation expenses are reimbursable.
- **Business travel during the work week** (*regardless of time of day or night*): UC reimburses mileage in excess of normal commute expenses. See the following examples:

Examples of business travel during the work week	What is reimbursable?
<p><b>Example 1</b></p> <p>UCOP to Berkeley: 6 miles Berkeley to UCOP: 6 miles Principal office is at UCOP</p>	<p><math>6 + 6 = 12</math> miles</p> <p>There are no commute costs to be considered as travel begins and ends at UCOP.</p>
<p><b>Example 2</b></p> <p>UCOP to Berkeley: 6 miles Berkeley to home in El Cerrito: 7.5 miles Normal commute miles from El Cerrito to UCOP: 11 miles one way</p>	<p><math>6 + 7.5 - 11 = 2.5</math> miles</p> <p>Deduct the return-home portion of the normal business commute.</p>
<p><b>Example 3</b></p> <p>Home in Pleasant Hill to Davis: 54 miles Davis to home in Pleasant Hill: 54 miles Normal commute: 40 miles round trip Principal office is at UCOP</p>	<p><math>54 + 54 - 40 = 68</math> miles + Benicia-Martinez Bridge toll</p> <p>Deduct the normal business commute. Include the bridge toll as this is not a normal commute expense.</p> <p>If the traveler normally takes BART to work, deduct the round trip BART fare and other commute costs (BART parking + mileage to BART station) instead of normal commute miles.</p>
<p><b>Example 4</b></p> <p>Home in Elk Grove to Sacramento: 16 miles Sacramento to Davis: 15 miles Davis to UCOP: 67 miles UCOP to home in Elk Grove: 95 miles Normal commute: 190 miles round trip Principal office is at UCOP</p>	<p><math>16 + 15 + 67 + 95 - 190 = 3</math> miles</p> <p>Deduct the normal business commute and do not include return home bridge tolls.</p>

Examples of business travel during the work week	What is reimbursable?
<p><b>Example 5</b></p> <p>Home office in Pleasanton to UCOP: 29 miles  UCOP to home office in Pleasanton: 29 miles  Principal office is at home in Pleasanton</p>	<p><math>29 + 29 = 58</math> miles</p> <p>This is reimbursable because the primary work location is in Pleasanton and travel to UCOP is not part of normal commute.</p>
<p><b>Example 6</b></p> <p>Home office in Irvine to meeting site in Riverside: 37 miles  Meeting site in Riverside to home office in Irvine: 37 miles  Principal office is at home in Irvine and offsite meetings are infrequent</p>	<p><math>37 + 37 = 74</math> miles</p> <p>There are no normal commute costs to consider.</p>
<p><b>Example 7</b></p> <p>Home office in Novato to field visit in Napa: 30 miles  Napa to field visit in Sonoma: 14 miles  Sonoma to field visit in Petaluma: 15 miles  Petaluma to home office in Novato: 13 miles  Principal office is at home, but traveler is regularly required to make field visits.</p>	<p><math>30 + 14 + 15 + 13 - 30 - 13 = 29</math> miles</p> <p>The commute portion is determined by the first and last site visit for the day.</p>

- **Business travel on weekends or UC holidays:** Report mileage from home to the destination (e.g., airport, train station, meeting site other than your work location).
- Mileage calculation should be based on the most direct route.
- The same reimbursement concept applies to public transportation reimbursements.
- Bridge tolls associated with the commute portion of mileage will *not* be reimbursed. For example, if you live in San Francisco, your work location is in Oakland, and you have a day trip to Sacramento, you may be reimbursed for the Carquinez Bridge toll, but not the Bay Bridge toll.

We are using these guidelines for all reimbursement requests effective immediately; travel reports currently in the queue will be adjusted accordingly.

Please do not hesitate to let the BRC Travel and Entertainment team know if you have any questions.

BRC T&E Team  
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