

UCOP TRAVEL EXPENSE PAYMENT GUIDELINES FOR OUTSIDE CONTRACTORS

The purpose of this document is two-fold:

1. Provide outside contractors with guidelines on invoicing format/content
2. Provide outside contractors with guidelines/policies on travel expense reimbursement

INVOICING GUIDELINES

1. Submit Two Invoices – Labor and Travel Expense

To facilitate faster processing and payment of labor invoices, we strongly recommend separate invoices for labor costs and for travel expense payment requests. This is because:

- Labor invoices are relatively straightforward and can be reviewed and processed quickly. They are generally for larger amounts than invoices for travel reimbursement.
- Travel Expense invoices while smaller in dollar value – include a large number of line items and must be reviewed against copies of backup documentation. Issues that can delay payment are often identified in this process.

2. Travel Expense Invoice – Supporting Detail

Provide an itemized list as part of the invoice documentation with supporting detail by person (each traveler) and expense type; provide the date of the expense and an expense description.

- A travel expense template for outside contractors is available for download on our [Travel Guidelines for Outside Contractors](#) page.
- Be sure that receipts are legible, itemized, and that they include transaction dates.
- We depend on the vendor to ensure the quality of the file submitted; we want payment of your invoice to be smooth and speedy!
 - ✓ Itemized receipts are *always* required for:
 - Airfare
 - Lodging
 - Rental cars
 - Any expense \$75.00 or more
 - ✓ No need to include receipts for expense items less than \$75.00 **unless** your department contact has requested them.
 - ✓ Double-check to be sure that all receipts submitted tie back directly to items on the invoice
- Submittal of receipts for “group meals” is discouraged as there is an extra level of documentation that is required which could result in payment delays. On the rare occasion in which this occurs, required documentation would include an itemized receipt, list of participants, and a document showing the business purpose of the group event.

PAYMENT GUIDELINES FOR UCOP TRAVEL EXPENSE CATEGORIES

The travel expense guidelines provided here are consistent with University of California (UC) policy; however, this document is not meant to be all encompassing nor does it address every possible situation. In addition, the guidelines may be more stringent in certain areas. Some departments within UC Office of the President (UCOP) may be more restrictive in their requirements than what is outlined below. Either way, when given a choice, the less expensive option is always preferable.

The link to UC Travel Regulations is: <https://policy.ucop.edu/doc/3420365/BFB-G-28>. This document is regularly updated.

1. Air Travel

- Receipt Required – itemized itinerary showing class of fare and proof-of-payment. *Be sure to include all itineraries when flight changes have occurred along with the reason for any changes that have resulted in additional cost.
- Coach class or discounted class shall be used in the interest of economy. This applies to all travel (domestic or foreign, or any combination thereof) regardless of purpose.
- Business, first-class, or other higher-cost services are typically not reimbursable; this includes seat upgrades such as priority boarding.
- We encourage early booking of airfare to obtain the best available rate but cannot pay airfare prior to completion of the trip.
- Reasonable baggage fees are reimbursable.
- Advance approval is required when a traveler takes an indirect route or interrupts travel on a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler.
- Reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. If an indirect route is taken, a comparison must be provided.

2. Hotel / Lodging

- Receipt Required – itemized lodging folio with method of payment and a zero balance
- Daily Maximum – the maximum reimbursable amount for domestic travel hotel rooms is \$275/night (nightly room cost or all-nights' average of \$275 or less) excluding taxes and fees.

Can't find a hotel under \$275/night?

- ✓ Provide a written justification and price comparison supporting the higher lodging rate.
- ✓ Price comparison should clearly document hotel pricing **at the time of booking** (e.g., a screen shot of other rates).
- ✓ Price comparison should be within a two- to five-mile radius of the meeting location.
- Non-Reimbursable Lodging-Related Expenses
 - ✓ Laundering of clothing is not reimbursable unless the trip exceeds six days.
 - ✓ Personal items such as toothbrushes, razors, and medicines are not payable.

- ✓ Movie rentals are not reimbursable.
- ✓ Tips to housekeeping staff and baggage handlers *are* payable but included as part of the daily cap of \$62.00 for meals and incidental expenses.

3. Meals & Incidental Expenses

- **No Receipt Required** – if \$62.00 or below (daily max for meals).
- For 2020, the maximum daily allowable amount for meals & incidental expenses is \$62.00 for **actual** cost. This is not a per diem.
- For purposes of the reimbursement, incidental expenses (tips for waiters, hotel housekeeping staff, and baggage handlers) are included as part of the \$62.00 maximum.
- Non-Reimbursable Meal-Related Expenses
 - ✓ Alcohol
 - ✓ Meals purchased when travel is less than 24 hours are generally not reimbursable unless the travel includes an “overnight stay” as supported by a lodging receipt.
 - ✓ Meals purchased within forty (40) miles from the traveler’s headquarter location or home, whichever is closer.

4. Rental Car

- **Receipt Required** – itemized receipt showing method of payment and zero balance.
- A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi. *Consider sharing a car rental if traveling as a team.
- There are options for University of California car rentals to be used for UC business travel only. The advantage is that our negotiated rates also include all insurance and roadside assistance services, which by policy is **not** payable if purchased separately. If you have questions regarding these options, please feel free to contact BRCTravelandEnt@ucop.edu.
- An Intermediate or more economical model should be requested, unless a no-cost upgrade is provided. *When the car is to be shared by several individuals, a larger size car is permissible. Include the business justification and the names of the team members sharing the rental.
- Gas Purchases – refuel before returning the car if at all possible as prices at the rental car facilities tend to be higher.
- Non-Reimbursable Rental Car-Related Expenses
 - ✓ Additional insurance or services
 - ✓ Satellite radio
 - ✓ GPS services unless traveler is unfamiliar with the area
 - ✓ Frequent Flyer service fees

5. Ground Transportation (taxi, train, subway, buses/shuttle)

- **No Receipt Required** – if under \$75.00
- Provide to/from locations for all ground transportation expenses
- Use coach and economy class train fare

- Non-Reimbursable Ground Transportation-Related Expenses
 - ✓ Luxury ground transportation such as limo/car services, Uber Black, and Lyft Lux

6. Mileage (personal vehicle)

- No Receipt Required
- Travelers may use their private vehicle for business purposes if it is less expensive than alternative transportation that may follow a more direct route (e.g., airfare).
- The mileage reimbursement rate is \$0.575/mile (as of 1/2020); this rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc.
- Advance approval is required when a traveler takes an indirect route or interrupts travel on a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler.
- Reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. If an indirect route is taken (for example, a personal vehicle rather than airfare which appears to be a more direct route), a comparison must be provided.
- Non-Reimbursable Mileage-Related Expenses
 - ✓ Gas purchased to refuel personal vehicle
 - ✓ Mileage for other than UC business

FINAL TIPS

- A reminder to consider submitting separate invoices for services (labor) and travel expenses.
- A complete package with an itemized list and all required receipts helps to avoid delays in payment. Use the Travel Expense Template on our [web page](#) if this is helpful for you.
- Take advantage of options for University of California car rentals to be used for UC business travel only; contact BRCTravelandEnt@ucop.edu.
- Refer to our [Travel Guidelines for Outside Contractors](#) page for more information and feel free to ask questions prior to travel if you need assistance. You can get in touch with your departmental contact here at UCOP and/or contact BRC-CAAP@ucop.edu.