

## TRAVEL REIMBURSEMENT

### Quick Tips

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#### BE TIMELY

Submit as soon as possible (no later than 45 days) after travel is complete.

**BE COMPLETE** (Omitting fields will cause delays.)

- 1 Include the reason for your trip, travel dates and all details so we know you've captured all reimbursable expenses.
- 2 List all expenses, even if paid by UC.
- 3 Spell out all words (do not use acronyms).
- 4 Receipts must include proof of payment.

#### BE FRUGAL

- 1 Expenses for others are not reimbursable.
- 2 Select the most economical mode of transportation.

#### BE AWARE

Adding personal travel requires more documentation, including department preapproval and showing a comparable airfare for UC travel obtained at the moment of booking.

#### BE INFORMED

For assistance with international travel, interpretation of travel policy (BFB G-28 or BUS-79) or any questions, contact the BRC at [BRCTravelandent@ucop.edu](mailto:BRCTravelandent@ucop.edu).

# GUIDELINES FOR DOMESTIC TRAVEL & ENTERTAINMENT

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## CONFERENCE/MEETING

**RECEIPT** Yes

**1** Include agenda for conference/meeting. **2** Meals provided at meeting are not reimbursed.

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## AIRFARE

**RECEIPT** Yes

**1** Standard baggage fees are permitted. **2** Air travel upgrades and fees (e.g., Business Select) are generally not reimbursed (see policy).

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## MILEAGE

**RECEIPT** No

**1** Include to/from locations. **2** If travel occurs during the work-week, report total mileage less normal commute costs. If travel occurs on weekends or UC holidays, report total mileage. **3** Driving in lieu of flying requires airfare comparison and preapproval. Reimbursement limited to whichever cost is lower.

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## TAXI/SHUTTLE FARES

**RECEIPT** Yes, if \$75 or more  
Include to/from locations.

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## RENTAL CAR

**RECEIPT** Yes (itemized)

**1** Limited to intermediate-size model unless no-cost upgrade is provided. **2** Use UC-contracted vendor. **3** Book through Connexus. **4** Additional insurance not reimbursable.

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## OTHER GROUND TRANSPORTATION

**RECEIPT** Yes, if \$75 or more

Examples include gas, parking, tolls and bridge fares.

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## HOTEL

**RECEIPT** Yes (itemized)

**1** Requires travel at least 40 miles from office or home, whichever is closer; exceptions must be justified, appropriate and preapproved. **2** Include hotel folio and separately itemize all non-room charges on hotel bill. **3** If nightly room rate exceeds \$275, justification and supporting documentation are required.

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## MEALS

**RECEIPT** No

**1** Requires minimum 24 hours travel or overnight stay. **2** Actual expenses paid up to \$62 per day, excluding alcohol.

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## ENTERTAINMENT (EMPLOYEE AND OTHERS)

**RECEIPT** Yes (itemized), if \$75 or more

**1** Include purpose of the event and list of attendees. **2** Refer to policy for additional approval requirements.

Any travel requires substantiation: date and time of travel, purpose of travel or nature of business derived, origin and destination, and amount of each expense by date and location.