TRAVEL REIMBURSEMENT
Quick Tips

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.
GUIDELINES FOR DOMESTIC TRAVEL & ENTERTAINMENT

**CONFERENCE/MEETING**

**RECIPT** Yes

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

**AIRFARE**

**RECIPT** Yes

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

**MILEAGE**

**RECIPT** No

1 Include to/from locations. 2 If travel occurs during the workweek, 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.

**TAXI/SHUTTLE FARES**

**RECIPT** Yes, if $75 or more

Include to/from locations.

**ENTERTAINMENT (EMPLOYEE AND OTHERS)**

**RECIPT** 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.

**RENTAL CAR**

**RECIPT** Yes (itemized)

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

**OTHER GROUND TRANSPORTATION**

**RECIPT** Yes, if $75 or more

Examples include gas, parking, tolls and bridge fares.

**HOTEL**

**RECIPT** 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.

**MEALS**

**RECIPT** No

1 Requires minimum 24 hours travel or overnight stay. 2 Actual expenses paid up to $79 per day, excluding alcohol.