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

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

### 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).

### Mileage

**Receipt** 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

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

### 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 Connexxus.  
4 Additional insurance not reimbursable.

### Other Ground Transportation

**Receipt** Yes, if $75 or more  
Examples include gas, parking, tolls and bridge fares.

### 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 $333, justification and supporting documentation are required.

### Meals

**Receipt** No  
1 Requires minimum 24 hours travel or overnight stay.  
2 Actual expenses paid up to $79 per day, excluding alcohol.

### 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.