

Business Resource Center
Summary of Documentation Requirements
for Business Travel & Entertainment Reimbursements
Per Business and Finance Bulletins G-28 and BUS-79

*Please note: The following is a **summary** of the documentation requirements in UC Policy G-28 and BUS-79. Please refer to these documents for additional information.*

Travel-Related Expenses

Section I.2.b of [UC Policy G-28](#) **requires** receipts and other documentation for the following types of travel-related expenditures, **regardless of the amount**:

Domestic Travel Less than 30 Days

Type of Expenditure	Documentation Requirements
Airfare	Copy of itinerary showing proof/method of payment (PTA number* or credit card charged, for example, Visa card xxxxxxxxxxxx1234)
Lodging	Itemized receipt showing zero balance and method of payment (for example, Visa card xxxxxxxxxxxx1234)
Rental car	Itemized receipt showing zero balance and method of payment (for example, Visa card xxxxxxxxxxxx1234)
Conference registration	Itemized receipt showing proof/method of payment (Purchase order number or credit card charged, for example, Visa card xxxxxxxxxxxx1234) and an agenda, conference program, or other supporting documentation.

*PTA – Pre-Trip Authorization Number

The following types of expenditures **require** receipts based on certain dollar amounts.

Type of Expenditure	Documentation Requirements
Extraordinary items (such as damages to a car)	Receipts required regardless of dollar amount
Individual expense items	Receipt required for any individual expense item \$75 or more
Host/Hostess gift	Receipt required if the cost is \$25 or more

Please note: Reimbursement for meals and incidentals (M&IE) while traveling is based on **actual** expenses incurred (i.e., there is *no* M&IE per diem reimbursement allowed for domestic travel). Travelers may be required to submit receipts for meals if it appears the traveler is routinely claiming the full M&IE amount (i.e., treating expenses for M&IE as a per diem). Generally, there is no meal reimbursement for a one day trip (refer to Section V.E.3 for exception).

Foreign Travel

Type of Expenditure	Documentation Requirements
Lodging and M&IE incurred in a foreign country	<p>Generally, lodging and M&IE incurred in a foreign country shall be reimbursed in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the Department of State. When this method is used, <u>no receipts</u> are required for lodging and M&IE incurred in a foreign country.</p> <p>Per Diem amounts should be adjusted to reflect actual time spent in a given location (e.g. arrived at 6 pm – meal per diem for that day would be reduced), for meals provided by vendor or other host, or to reflect actual lower costs if requested by department. Refer to G-28 for method of calculation.</p>
Airfare	Copy of itinerary showing proof/method of payment (PTA number* or credit card charged, for example, Visa card xxxxxxxxxxx1234)
Lodging and M&IE incurred <i>domestically</i> as part of a trip to a foreign country	Refer to the “Domestic Travel Less than 30 Days” section above.

*PTA – Pre-Trip Authorization Number

Business Entertainment Expenses

UC Policy BUS-79 (<http://policy.ucop.edu/doc/3420364/BFB-BUS-79>) provides the guidelines for reimbursement for business entertainment expenses.

Type of Expenditure	Documentation Requirements
Business entertainment	Receipts are not required for any individual business entertainment expenses less than \$75
Business entertainment expenses \$75 or more	<i>Itemized receipts</i> are <i>required</i> for any individual business entertainment expenses \$75 or more.

Appendix A of BUS-79 provides the per person maximums allowed for meal reimbursements for breakfast, lunch, dinner and light refreshments. Please note that food, beverage, labor charges, delivery charges, taxes and gratuity are included in the per person calculations.

If the per person maximums are exceeded:

- An explanation for why the rates were exceeded is required and
- The exception must be approved by an individual who has been delegated such approval authority (Section IV, *Exceptions Table*).
- If the per person maximum is exceeded by 200%, the exception must be approved by the President.

Appendix B of BUS-79 provides guidelines for obtaining the appropriate signatures based on the type of business meeting or activity.