

Travel Policies

The following policies should be reviewed prior to travel and consulted to answer questions:

- 300-10, Travel Policies and Regulations
<http://manuals.ucdavis.edu/ppm/300/300-10.htm>
- 300-30, University-Owned Vehicles
<http://manuals.ucdavis.edu/ppm/300/300-30.htm>
- 370-05, Student Off-Campus Events, Programs, & Travel
<http://manuals.ucdavis.edu/ppm/370/370-05.htm>
- 370-10, Student Off-Campus Trip Insurance
<http://manuals.ucdavis.edu/ppm/370/370-10.htm>
- 370-25, Vehicle Insurance
<http://manuals.ucdavis.edu/ppm/370/370-25.htm>

Travel Resources

- For UCD Travel information, forms, and questions go to <http://travel.ucdavis.edu/> or contact travel@ucdavis.edu
- Airfare - UC Davis has two methods of billing airfare directly to the university, the Central Travel System (CTS) program and the California State Airfare program. To reduce the personal financial burden of business travel, consult with your department's travel coordinator about how to access these programs. *You must always submit your airfare receipt regardless of the method of payment.* More on these programs is available at <http://travel.ucdavis.edu/>
- Hotel and car rental agreements
<http://ucdmm.ucdavis.edu/dm3/agreements.cfm>
- Car Rental Information
<http://ucdmm.ucdavis.edu/Purchasing/ctravel.html>
- Travel Expense Report Checklist
<http://travel.ucdavis.edu/TEVchecklist.pdf>

Reimbursement Rates

The following mileage rate and M&IE caps are effective as of January 1st, 2006. Reimbursement rates are subject to change and should always be reviewed prior to your trip at:

<http://travel.ucdavis.edu/>

Meal & Incidental Cap (travel >24 hours and < 30 days)	Actual cost, up to \$50.00 per day
Meal & Incidental Cap (travel >12 and < 24 hours)	Actual cost, up to \$33.00
Mileage - private auto*	44.5 cents per mile

*If you choose to drive in lieu of air travel, the reimbursement of surface transportation costs is limited to the cost of the most economical airfare plus transportation to and from the terminals.

Try Direct Deposit

Still standing in line at the bank to deposit your reimbursement check? Sign up for Direct Deposit of all your reimbursements at:

<http://accounting.ucdavis.edu/directdep.cfm>

US Bank VISA Corporate Card

UC Davis sponsors a corporate charge card to be used for official, reimbursable, travel and entertainment business expenses (transportation, lodging, meals, etc.). The card is issued in your name and it is your responsibility to ensure the balance is always paid in a timely manner. More information about this program may be found at:

<http://travel.ucdavis.edu/corpcard.cfm>

Domestic Travel at UC Davis



The university travel program is intended for reimbursement of expenses above and beyond what an employee would expend in a normal workday.

This pamphlet is offered to the traveler as a guide only. Anything not specifically covered in this pamphlet should be discussed with your department head, or authorized delegate, prior to travel.

The guidelines offered here are based on policies established by UC Office of the President and the UC Davis campus. Anyone traveling on official university business is expected to be familiar, and ensure compliance, with those travel policies and procedures. Your department's requirements or restrictions may be more stringent, so always check with your department head or travel coordinator prior to traveling.

It is the policy of the university that all official travel shall be properly authorized, reported, and reimbursed in accordance with university travel regulations.

Common Terms

Headquarters: the place where the major portion of the traveler's work time is spent.

M&IE Reimbursement Cap: the maximum amount authorized for daily Meal and Incidental Expenses. Incidental expenses include tips and fees for services, i.e. waiters, bellhops, etc. (see back panel for cap amounts).

Per Diem: is a daily allowance payment rather than a reimbursement of actual expenses for meals, lodging and incidentals. *For travel within the continental US, Per Diem is only allowed for travel assignments of 30 days or longer.*

Travel Basics

Traveling for UC Davis is not the same as travel in private industry. As a public institution of higher education and a custodian of public funds, UC Davis has a special stewardship obligation. This obligation, and rules published by the IRS, drives the policies and procedures for reimbursing travel.

- It is the responsibility of the traveler to plan their business travel in such a manner as to minimize the cost to the university.
- A traveler must be on travel status for more than 12 hours in order to be reimbursed for meals in connection with a trip of less than 24 hours.
- A traveler cannot pay for another traveler's expenses unless designated an official Group Leader. The Assoc. Vice Chancellor of Finance must approve Group Leader status in advance.
- Mileage is calculated between the traveler's headquarters and the destination. Expenses for travel between the traveler's residence and headquarters shall not be allowed. However, mileage from the residence to the destination is allowed if travel is during non-working hours.
- The daily M&IE cap shall *not* be treated as a per diem. Only actual, reasonable, expenses incurred each day of the trip may be claimed. Do not claim the daily maximum unless you have expended that amount and averaging is not allowed.
- Employees are encouraged to use university car rental and hotel agreements whenever possible. More on agreements at:

<http://ucdmm.ucdavis.edu/dm3/agreements.cfm>.



What is reimbursable?

The following items are reimbursable for travel over 12 hours:

- Transportation expenses necessary to accomplish the official purpose of the trip.
- Charges for actual meals and incidentals incurred while on travel status, up to the daily maximum (see reverse side for rates).
- Reasonable lodging expenses supported by an itemized receipt.
- Local and long distance phone calls related to business.
- One phone call home, of reasonable length, per day.
- Miscellaneous expenses necessary for the transaction of official business. Examples include: Internet connections, supplies, word processing services, etc.

What is not reimbursable?

- Expenses for personal travel.
- Meal expenses for travel under 12 hours, unless an integral part of a business meeting.
- Lodging expenses for travel under 24 hours.
- The optional Liability and Loss Damage Waiver (LDW) insurance when renting automobiles. To ensure coverage, use a UCD car rental agreement when making your reservation (<http://ucdmm.ucdavis.edu/Purchasing/ctravel.html>).

The reimbursement of expenses not covered by policy must be approved prior to traveling, on an exception basis, by your Department Head and then the Assoc. Vice Chancellor of Finance.

Approval Required

It is the policy of the university that all official travel shall be properly authorized. Before incurring travel related expenses, you must have the approval of your Department Head. For expenses paid on an exception basis, or for Group Leader status, you must also have approval of the Associate Vice Chancellor - Finance. Expenses incurred without prior approval may be denied.

Reporting your travel expenses

You must report your travel expenses within 21 days of the completion of the trip. You must submit the following items when reporting your travel:

- All *original* airline/surface transportation, hotel/lodging, and car rental receipts (an emailed or faxed itinerary provided by an airline or travel agency for electronically ticketed airfare is acceptable*).
- All *original* receipts for any expense greater than \$75.
- Copy of conference or seminar registration.
- Any applicable pre-approved exception letter.
- The traveler and the traveler's Department Head, or authorized delegate, must review and certify, via signature, the Travel Expense Voucher.

A credit card statement cannot be used as a receipt.

* When only electronic receipts are available, they are acceptable as long as the name of the payee, an itemization of the goods/services purchased, the cost, the transaction date, and the form of payment are included.

