

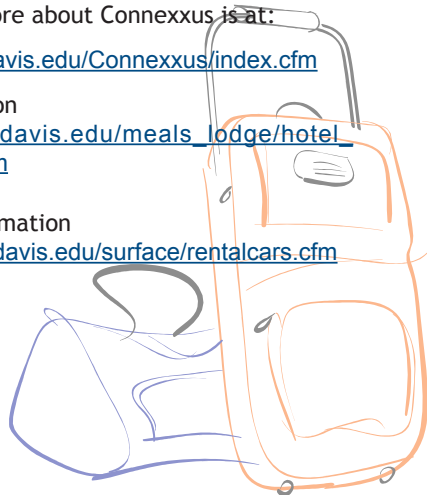
## Travel Policies

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>
- G-28 - Policy and Regulations Governing Travel  
<http://www.ucop.edu/ucophome/policies/bfb/g28.pdf>

## Travel Resources

- For UCD Travel information, resources and forms go to <http://travel.ucdavis.edu/> or complete the help request form: <http://travel.ucdavis.edu/gethelp/whatprob.cfm>
- Airfare - Travelers can make reservations for airfare, lodging, and car rentals through Connexus, which can be accessed in MyTravel. Arrangements made through Connexus can be charged to CTS, a corporate card or personal credit card. More about Connexus is at:  
<http://travel.ucdavis.edu/Connexus/index.cfm>
- Hotel Information  
[http://travel.ucdavis.edu/meals\\_lodge/hotel\\_reservation.cfm](http://travel.ucdavis.edu/meals_lodge/hotel_reservation.cfm)
- Car Rental Information  
<http://travel.ucdavis.edu/surface/rentalcars.cfm>



## Reimbursement Rates

The following mileage rate and M&IE caps are subject to change. See the following for details:

Meal & Incidental Cap (travel < 30 days) <a href="http://travel.ucdavis.edu/meals_lodge/meal_allowances.cfm">http://travel.ucdavis.edu/meals_lodge/meal_allowances.cfm</a>	Actual cost, up to \$64.00 per day with overnight stay
Mileage - private auto* <a href="http://travel.ucdavis.edu/surface/mileage.cfm">http://travel.ucdavis.edu/surface/mileage.cfm</a>	50.5 cents/mile (Jan-Jun 2008) 58.5 cents/mile (July-Dec 2008) 55 cents/mile (2009)

\*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>

You'll receive an e-mail when your reimbursement is scheduled for deposit to your bank account.

## 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 promptly by submitting reports in a timely manner. More information about this program may be found at:

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

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# Guide to Domestic Travel

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. You can also check PPM and G-28 (see links under Travel Policies in this pamphlet).

The guidelines offered here are based on policies established by UC Office of the President and the UC Davis campus, and are designed to conform to the "accountable plan" rules published by the Internal Revenue Service (IRS). Anyone traveling on official university business is expected to be familiar, and ensure compliance, with those travel policies and procedures.

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 Actual Expenses:** 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. It applies to travel of any length outside the continental U.S. and travel of at least 30 consecutive days within the continental U.S.

## 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, drive 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 with an overnight stay in order to be reimbursed for meals and incidental expenses.
- Travelers granted group leader authorization by the department head can pay for travel expenses of other travelers. All expenses for the group are then submitted by the group leader. Go to <http://travel.ucdavis.edu/group/index.cfm> for more information.
- 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. Details about mileage reimbursement are available in G-28: <http://www.ucop.edu/ucophome/policies/bfb/g28vii.pdf>.
- 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. Averaging across days is not allowed. No exceptions.
- Employees are encouraged to use university car rental and hotel agreements whenever possible. More on agreements at: [http://travel.ucdavis.edu/surface/rental\\_agreements.cfm](http://travel.ucdavis.edu/surface/rental_agreements.cfm)  
[http://travel.ucdavis.edu/meals\\_lodge/hotelagreements.cfm](http://travel.ucdavis.edu/meals_lodge/hotelagreements.cfm)



## What is Reimbursable?

Transportation expenses necessary to accomplish the official purpose of the trip are reimbursable, regardless of the length of time on travel.

The following items are reimbursable for travel:

- Charges for actual meals and incidentals incurred while on travel status, up to the daily maximum (see reverse side for rates) if there is an overnight stay.
- 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, office supplies, word processing services, etc.

## What is Not Reimbursable?

- Expenses for personal travel.
- Meals for travel less than 24 hours without an overnight stay (no exceptions).
- The optional Liability and Loss Damage Waiver (LDW) insurance when renting automobiles within the continental US when UC has an agreement in place for that rental agency. To locate car rental agreements, and how to use them when making a reservation, go to <http://travel.ucdavis.edu/surface/rentalcars.cfm>.

The reimbursement of expenses not covered by policy must be approved prior to traveling, *on an exception basis*, by your Department Head (or their delegate) and the Associate Vice Chancellor - 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 obtain the approval of your Department Head, or their delegate.

For expenses paid on an exception basis, you must also have approval of the Associate Vice Chancellor - Finance.

Expenses incurred without prior approval may be denied.

## Reporting Your Expenses

Your travel expenses should be reported within 21 days of the completion of the trip, to ensure timely reimbursement and reconciliation. You must submit the following items when reporting your travel:

- All original airline, hotel/lodging, and car rental receipts, including dates, amounts, and locations. When only electronic receipts are available, they are acceptable as long as the name of the payee, the cost, the transaction date, and the form of payment are included.
- All original receipts for any expense greater than \$75.
- Receipt for conference or seminar registration.
- Host gift receipt if over \$25
- Any applicable pre-approved exception letter.
- The traveler and the traveler's Department Head, or authorized delegate, must review and certify the travel expense report.

A credit card statement cannot be used as a receipt.