

TRAVEL INFORMATION

The information below is designed to comply with University policy concerning travel and travel reimbursement. If you have any questions, please contact Nikki.

Travel Advances: A travel advance request may be submitted to cover the cost of an item such as registration fees. If you are a frequent traveler, you should consider applying for the UCD US Bank Visa Corporate Card. Please go to <http://travel.ucdavis.edu/corpcard.cfm> for more information.

Transportation Note: The choice of how you reach your destination is your decision. However, University policy states that you need to travel by the most economical means. If you fly somewhere within driving distance, or drive somewhere that it would have been cheaper to fly, your reimbursement will be based on the costs associated with the more economical means of travel. If reasonable justification can be provided, then exceptions may be requested to this policy. All exception requests should be submitted in advance of the travel.

Airfare: Travelers have the option to use the University's Central Travel System (CTS) for purchasing tickets. If you prefer to pay for airfare with your own credit card you may do so and you will be reimbursed after the travel is complete and all of your reimbursable expenses are turned in. Original receipts should be submitted when you return from travel. Domestic airlines must be used whenever possible.

CTS: When using the University CTS to purchase your tickets, you must make your reservations through one of the authorized agencies. A list of authorized agencies can be found at <http://travel.ucdavis.edu/agencies.cfm>. Please have the travel agency email a copy of the itinerary to Linda (lrpotoski@ucdavis.edu) for our records. You must retain a copy of the itinerary and/or receipt to turn in with the reimbursement request following the conclusion of your trip.

Travel Packages from Internet Vendors: Electronic receipts for travel packages from Internet vendors (Expedia, Orbitz, etc.) are acceptable only when the detail contains the level that is acceptable in a paper record. The lack of detail hinders the University's ability to meet IRS substantiation requirements and prevents the tracking of travel-related spending categories critical to strategic sourcing efforts. Therefore, no business-related travel should be booked through Internet vendors unless each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, etc.) and assures appropriate documentation can be submitted for reimbursement. Any travel documents submitted to Accounts Payable without detailed receipts will be returned to the department and not processed. In this case, a Declaration of Lost Evidence form will not be accepted.

Auto: The University maintains automobile rental agreements with various automobile rental companies for use by University faculty and staff on business-related travel. When using University agreements, liability and physical damage insurance on the rental automobile is provided by the rental companies if:

- a. A University rental agreement is used (see list at <http://travel.ucdavis.edu/agreements/carrental.cfm>);
- b. The driver gives the University agreement number (each company has its own number) to the rental company and identifies herself/himself as a University employee; and
- c. The automobile is used on University business.

If these conditions are met, the employee need not purchase the collision damage waiver (CDW) or other optional insurance coverage from the rental company. The rental company has already provided the appropriate coverage as part of the University rental agreement.

University insurance will not pay liability or property damage claims arising from use of a rental automobile, except if the conditions in a, b and c above are met. The University's liability insurance will cover the portion of a liability claim that exceeds the rental company's limits.

Reimbursement of fuel purchases will only occur when driving a rental vehicle. If driving a personal vehicle, the mileage reimbursement includes any gas purchases.

Meals: For domestic travel, the maximum cost allowable for meals per day is \$64.00 and for travel between 12 and 24 hours the maximum cost allowable is \$42.00. THESE ARE NOT A PER DIEM. This is for *actual costs* up to the allowable amounts. Expenses above the maximum amounts will not be reimbursed. Beverages containing alcohol are not eligible for reimbursement.

Registration Costs: These costs may be paid with a travel advance. If you wish to have your registration fees paid up front, please be sure to submit the registration form to the office as far in advance of your trip as possible, but no less than two weeks from the registration due date. This is to allow time for a check to be cut and mailed before the deadline.

Combining Business and Personal Travel: If you take a few personal days in conjunction with department-related travel, you will not be reimbursed for personal costs. This includes extra nights of lodging, out-of-the-way mileage, extra legs of your air travel, personal phone calls, meals, extra rental car days, expenses of a travel companion, etc. If your trip includes personal travel, please ask the travel agent for an alternate itinerary that shows only the business portion of your trip. Turn both itineraries in with your expenses at the end of the travel. If accommodating personal business means the airfare is more expensive than the business portion requires, you must pay the difference.

Other: Each traveler is responsible for his or her own expenses, even when traveling with other university personnel.

If you must pay expenses of other travelers, a Group Leader designation by the department head is required. Go to <http://travel.ucdavis.edu/groupleader.cfm> for more information.

A "Guide to Domestic Travel" is available at <http://travel.ucdavis.edu/TravelPamph2006.pdf> with more information and links regarding university travel policy.

Travel Reimbursement: Upon your return from travel, you must submit a request for travel reimbursement form (http://www.ece.ucdavis.edu/forms/Travel_Reimbursement.pdf). All original receipts are required.