

Business Office

QUARTERLY



UC TRAVEL POLICY UPDATE – EFFECTIVE 1/1/13



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Expense Reimbursement Requests

- ❖ A written business purpose for travel must be provided, along with other supporting documentation, such as an agenda or program schedule.
- ❖ The number of days by which a request must be submitted increased from 21 calendar days to 60 calendar days following the conclusion of travel.

Mixed Business and Personal Travel

- ❖ Travel that involves indirect travel or interruptions not the direct result of a University business purpose should be approved in advance.
- ❖ Reimbursement will not be made under any circumstance for additional or incremental expenses incurred as a result of indirect or interrupted travel for personal purposes.
- ❖ Connexus pricing obtained prior to or at the time of travel booking is to be used for preparing a supporting cost comparison.

Personal Expenses

- ❖ Reiterates that personal expenses will not be reimbursed.
- ❖ A satisfactory written explanation must be provided to be reimbursed for any mandatory hotel charge that might be considered personal, such as valet parking or resort fees.

Lodging

- ❖ EXPENSES MORE THAN DOUBLE THE FEDERAL PER-DIEM RATE: Additional documentation and justification supporting the higher lodging rate should be provided.

Distance

- ❖ Reimbursement for overnight lodging will be allowed only if the traveler is at least forty miles from the headquarter location or home, whichever is closer.

Air Travel

- ❖ Priority boarding or early check-in charges are/will be reimbursed only under the same conditions that apply to the use of business, first-class or other higher cost services.

Airport Parking

- ❖ For travel exceeding 24 hours, lower-cost, longer-term parking options should be used.

Transportation to/from Airports

- ❖ Low-cost transportation options for travel to and from airports should be used whenever practical.
- ❖ Vehicles eligible for full reimbursement may be up to an intermediate-sized car if they are rented under a UC-negotiated agreement.
- ❖ The purchase of supplemental insurance is encouraged if renting a vehicle in a foreign country.

Federal Contractor Grant Travel

- ❖ Travel expenses funded by a federal contract or grant must comply with the "Open Skies" and "City-Pair" requirements.

Foreign Travel

- ❖ Certain non-business expenses may be treated as taxable income to the traveler. The calculation of the taxable amount is based on multiplying total travel expenses by the ratio of nonbusiness travel days to total business and nonbusiness travel days.

