Before You Travel:

Travel Reporting:
When requesting reimbursement for travel expenses a Travel Expense Form must be filled out and returned to the department Travel Coordinator within 15 days of the trip end date with all original itemized receipts. A copy of this form is attached. If any travel arrangements have been prepaid by purchase order through the department, a form must be filled out to report your travel to the accounting office even if you do not require any reimbursement. Please review UC travel policy G28 for reporting requirements before your trip to insure you are following travel policy and can be reimbursed fully for your expenses. If you need assistance filling out the Travel Expense Form and further clarification of travel policies please email bnnadmin@ucr.edu.

You may also submit your Travel Expense Report directly through iTavel to your department Travel Coordinator. For more information about iTavel and how to use this feature, please visit the accounting website at http://cnc.ucr.edu/travel/. Step-by-step iTavel user guides are available at http://cnc.ucr.edu/travel/videos.html.

Prepayment for Travel:
**DO NOT PAY FOR ANYONE’S TRAVEL EXPENSES BUT YOUR OWN!** No exceptions - This is against travel policy! There are other options if a traveler does not have the funds to pay for his or her own travel out of pocket. Please contact your travel coordinator if you have any questions about advances or prepayment for travel.

At this time the department can prepay for airfare, some conference registration and lodging expenses by purchase order. A travel advance may also be requested for foreign travel. If you would like to arrange for a travel advance or prepayment for travel expenses please contact the department Travel Coordinator with sufficient time in advance of your trip.

- If you would like to book a flight with a purchase order please contact your Travel Coordinator and ask them to arrange a flight for you through Connexxus. Connexxus is the UC approved online booking system. Connexxus can be accessed through iTavel. (www.travel.ucr.edu)

  Accounting discourages the use of outside travel booking agents (i.e. Canyon Crest Travel). At this time it is not mandatory to use Connexxus but it may not be long before Connexxus becomes mandatory.

Travel Packages purchased from Internet Vendors:
**DO NOT USE INTERNET VENDORS TO PURCHASE TRAVEL PACKAGES!** Packages will not be reimbursed in the absence of receipts that itemize each expense. Itemized receipts include:

- The business name with address/phone number, the date of purchase, a breakdown of each item purchased, the total cost, and method of payment - i.e. cash, credit card, etc.

Transportation Expenses:
Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Ground Transportation in Lieu of Flying:
If advance approval from your department chair has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. Please contact your department Travel Coordinator for limitations on the use of surface transportation in lieu of air travel.

Use of Non-US Carriers:
Under the Fly America Act, **ONLY U.S. CARRIERS SHALL BE USED FOR TRAVEL REIMBURSED FROM FEDERAL CONTRACTS AND GRANTS.** For exceptions please refer to Policy G28 or contact your Travel Coordinator.

**Travel Insurance:**
If you are traveling on University related business, please sign up for UC Travel Insurance at: [http://risk.ucr.edu/travel.html](http://risk.ucr.edu/travel.html) and register your trip.

**Use of Privately-Owned Vehicles on University Business:**
Employees who use their privately-owned vehicles on official University business either on a regular or infrequent basis, regardless of whether or not they are reimbursed for mileage, are **required to maintain at the least minimum prescribed automobile liability insurance limits, and have a signed 900-45 form on file with the department.** For further information please refer to Policy 900-45 found on the accounting website: [http://accounting.ucr.edu/policies.html](http://accounting.ucr.edu/policies.html) or contact your department Travel Coordinator.

**University Rental Car Agreement:**
**CONTACT YOUR TRAVEL COORDINATOR TO RESERVE RENTAL VEHICLES.** The University has Planned Purchasing Agreements with the major national car rental agencies Hertz, Enterprise and National. Travelers are expected to use rental agencies with which the University has contracts that include insurance coverage. On contract rental vehicles used in the continental United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver. **If you do not reserve your rental through your Travel Coordinator using the UC agreement, you will only be reimbursed up to what it would have cost at the reduced rate.** This includes out of state rentals.

**Shuttles:**
UCR has an agreement with Super Shuttle. If a shuttle is needed for transportation to/from airports in Southern California, please contact your travel coordinator to make a reservation at the UCR discounted rate. Justification must be provided for shuttle reservations that exceed the discounted UCR rate and may not be fully reimbursed.

**Meal Reimbursements:**
For travel assignments of less than 30 days within the continental United States (CONUS), the reimbursement of daily subsistence expenses shall be based on the actual amounts incurred for lodging and meals and incidental expenses. The M&IE cap shall not be treated as a per diem. M&IE reimbursement shall be limited to the actual reasonable costs incurred, subject to the daily maximum reimbursement cap. Please submit meal receipts with your Travel Expense Form.