Before You Travel – UCR Faculty and Students

**Travel Reporting:**
- Below are common guidelines and are **NOT** the entirety of the UC Travel Policy (G-28).
- If you need assistance and/or have questions please email the Travel Coordinator or EMNadmin@ucr.edu
- To request reimbursement a Travel Expense Form must be filled out and returned to the Travel Coordinator within 15 days of the trip end date with all original itemized receipts.
- All travel must be UC business related; if your trip exceeds 49% personal time, please contact the Travel Coordinator
- If any travel arrangements have been prepaid by purchase order through the department, they must also be reported on the same Travel Expense Form.
- **DO NOT PAY ON BEHALF OF OTHERS FOR ANY TYPE OF TRAVEL EXPENSE**
- All travelers must pay for their own expenses if they are to be reimbursed – no exception
- If you are unable to pay for your own travel expenses, please contact the Travel Coordinator or EMNadmin@ucr.edu for prepayment options
- For more information about iTavel and how to use this feature, please visit the accounting website at http://cnc.ucr.edu/travel/

**Prepayment for Travel:**
- Prepaid airfare, lodging, and shuttles are done with purchase orders; contact the Travel Coordinator or EMNadmin@ucr.edu for assistance
- Registration and cash advances require at least a 6-week notice.
- Please note that not all conferences, meetings, or hotels accept purchase orders.

**Transportation:**
- **Airfare**
  - Prepaid airfares are arranged through UCR’s travel system Connexxus
  - The Travel Coordinator will search for your desired flight on Connexxus from a screenshot that you, as the traveler, found either on Connexxus (through iTavel) or another travel site
  - You must purchase your own airfare if you are taking any personal days
  - An airfare comparison for the dates of UC related business will be required for all trips involving personal days; you will be reimbursed the most economical option
  - If you purchase your own airfare, please register your trip at http://risk.ucr.edu/travel.html for UC Travel Insurance
  - **DO NOT USE INTERNET VENDORS TO PURCHASE TRAVEL PACKAGES** - Packages do not have itemized receipts which are not reimbursable
  - When purchasing your own airfare, only US carriers shall be used for travel that will be reimbursed from Federal Contracts and Grants, per the Fly America Act
- **Ground Transportation in Lieu of Flying:**
  - If you would like to drive your personal or rental car instead of flying, the reason must be UC business related. Contact your Travel Coordinator or EMNadmin@ucr.edu for limitations and policy
- **Personal Vehicles/Rental Cars**
  - Employees who use their personal vehicles on official University business, regardless of whether or not they are reimbursed for mileage, are required to maintain automobile liability insurance and have a signed 900-45 form on file with the department
  - Students applying for a GSA award must complete the 900-45 form, give a copy to their home department, and submit the original copy to GA with their paperwork
  - The University has agreements with the major national car rental agencies that include insurance coverage; You may reserve a rental car with the Travel Coordinator or on your own
• **Shuttles/Other**
  o If a shuttle is needed for transportation to/from local airports, please contact your Travel Coordinator to make a reservation with SuperShuttle at the UCR discounted rate
  o Uber, Lyft, and taxis are reimbursable up to the cost of a SuperShuttle for the same distance

❖ **Lodging**
  o The traveler MUST be at least forty miles from the headquarter location or home to be reimbursed for an overnight stay

❖ **Reimbursements**
  • **Receipts Criteria**
    o Receipts must be itemized which 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.
    o A Declaration of Missing Evidence is required for missing and non-itemized receipts
    o If the receipt does not show the method of payment, a credit card statement with your name will be required (important information will be blacked out)

• **Transportation**
  o Such 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
  o **DO NOT** use credits, air miles, points or such to purchase your airfare as you will not be reimbursed
  o Preferred seating or early bird check-in are **NOT** reimbursable unless you have a medical note
  o Mileage for personal vehicles are reimbursable if it is the most common mode of transportation or has a bona fide business purpose
  o Gas is reimbursable for rental vehicles only
  o Charges for additional insurance or collision waivers for rental vehicles are not reimbursable

• **Meals**
  o Meals can only be claimed if the itinerary involves an overnight stay
  o For travel assignments less than 30 days within the continental United States, the reimbursement of daily meals shall be based on the actual amounts, cannot be treated as a per diem.
  o Per diem can be claimed for travel assignments in the continental US over 30 days or foreign travel (which includes Alaska and Hawaii)

• **Lodging**
  o You will be reimbursed the actual cost for lodging purchased on your own
  o Per diem can be claimed for travel assignments in the continental US over 30 days or foreign travel (which includes Alaska and Hawaii)

*Please include ALL receipts with your Travel Expense Report. Forward all electronic receipts to the Travel Coordinator and mail or hand in all paper receipts over $74.00.*