

## Before You Travel – Seminar Speakers

### ❖ Travel Reporting:

- Please note that the 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](mailto:EMNadmin@ucr.edu).
- After your trip, you will be asked to fill out a Travel Expense Form which must be returned to the department Travel Coordinator within 15 days of the trip end date with all original itemized receipts.
- ***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.

### ❖ Transportation:

#### • Airfare

- Seminar speakers typically purchase their own airfare and are reimbursed at the end of their trip. This is the preferred option as airfares purchased through our travel system are non-refundable and a \$200 fee will be charged if it is cancelled or changed.
- **DO NOT** purchase airfare with frequent flyer points, credits or any other such method as these are NOT reimbursable – no exception.
- Preferred seating and early bird check-in are **NOT** reimbursable unless you have a medical note.
- **DO NOT USE INTERNET VENDORS TO PURCHASE TRAVEL PACKAGES**
  - Packages do not have itemized receipts which are not reimbursable. 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.
- Please use US Carriers when purchasing airfare (unless you are traveling from a foreign country, then contact Travel Coordinator).

#### • University Rental Car

- Contact your travel coordinator to reserve rental vehicles. The University has agreements with the major national car rental agencies which includes insurance coverage.

#### • Ground Transportation in Lieu of Flying

- If you would like to drive your personal or rental car instead of flying (the most commonly traveled route), please contact your Travel Coordinator for limitations and policy.

#### • Shuttles/Other

- 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.
- Uber, Lyft, and taxis are reimbursable up to the cost of a SuperShuttle for the same distance.

### ❖ Reimbursements:

#### • Transportation

- 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.
- Mileage for personal vehicles are reimbursable if it is the most common mode of transportation.
- Charges for additional insurance or collision damage waivers for rental vehicles are not reimbursable.
- 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.
- Gas is reimbursable for rental vehicles only.

#### • Meals

- Such expenses shall be reimbursed if you have lodged overnight.
- Meals paid on behalf of others are **NOT** reimbursable.

***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.***