

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 iTravel 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 Connexus
 - The Travel Coordinator will search for your desired flight on Connexus from a screenshot that you, as the traveler, found either on Connexus (through iTravel) 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**
 - If a shuttle is needed for transportation to/from local airports, please contact your Travel Coordinator to make a reservation with a UCR approved vendor
 - Uber, Lyft, and taxis are reimbursable up to the cost of a Shuttle for the same distance

❖ **Lodging**

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

❖ **Reimbursements**

• **Receipts Criteria**

- 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.
- A Declaration of Missing Evidence is required for missing and non-itemized receipts
- 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**

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

• **Meals**

- Meals can only be claimed if the itinerary involves an overnight stay
- 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.
- Per diem can be claimed for travel assignments in the continental US over 30 days or foreign travel (which includes Alaska and Hawaii)

• **Lodging**

- You will be reimbursed the actual cost for lodging purchased on your own
- 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.