

It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this document. For the complete policy <http://policy.ucop.edu/doc/3420365/BFB-G-28>

### **Lodging**

- Lodging expenses must be supported by original itemized receipts and must be reasonable for the locality of travel.
  - Ask hotels for the state rate on lodging when possible.
- A receipt showing a zero balance due for lodging is required.
  - If one is not obtained before leaving the hotel, please contact the hotel after you get home to have them get one to you for the report.
- A traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.
- Travelers who are unable to honor a reservation (transportation or lodging) shall be responsible for canceling the reservation and for any charges or lost refunds resulting from a canceled reservation. Canceled classes are the exception.

### **Airfare**

- Tickets should be purchased through Connexus via Aggie Travel.  
[aggietravel.ucdavis.edu](http://aggietravel.ucdavis.edu)
  - Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by the University.
  - Use of travel services such as Expedia and Travelocity often don't provide receipts of payment with required information and without acceptable receipts there may be difficulty in getting reimbursed. Use of these sites is not recommended.
- A receipt with purchase price, itinerary and form of payment is always required.
  - If credit for a previous unused flight is applied to the airfare cost, receipts for the payment of the original flights that led to getting the credit must be provided.
- Airfare must be purchased with cash, check, or a credit card.
  - Any tickets obtained with gift certificates or rewards of some sort are not reimbursable.
- Transportation purchases with gift certificates or mileages are not reimbursable.
- Flights need to be coach/economy class.
  - When a traveler prefers to use a higher class, the traveler must pay the difference in price.

### **Transportation Expenses**

- UC Davis Extension will reimburse ground transportation of taxi, bus, shuttle, personal car or rental car.
  - Transportation expenses shall be reimbursed based on the most economical mode of transportation.
  - Rental cars are available when needed, but if it is a short distance from the airport to the training location many taxi companies do have larger vehicles that can assist with transporting materials.

- Use rental cars when the cost of rental plus gas will be less than the cost of reimbursing personal car mileage on long trips with high mileage.
  - If a more expensive method of transportation is used only the amount of the economical method will be reimbursed.
- Campus policy requires that travelers rent economy or compact cars
  - Intermediate class cars are allowed if the cost is \$40/day or less using a UCD contract.
  - The rental car receipt should be from when the car was returned with final costs, not the reservation confirmation from before the trip.
- Insurance purchased through rental car agencies isn't reimbursable.
  - Using the UCD contracts will give you LDW insurance automatically with the rental.
- Use UCD contracts with Hertz, National, Enterprise, Dollar and Thrifty for renting cars whenever possible.
  - <http://afs.ucdavis.edu/cas-forms/car-agreements-ucd.html> Use the contract numbers noted as "UCD ID" and not those noted as "UCDMC ID".

### **Private Vehicles**

- Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves significant time.
- When two or more persons on University business share a private vehicle, only the driver may claim reimbursement for mileage.
- The current standard reimbursement rate per mile can be found in the Travel Regulations—Policy G-28.
  - This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc.
  - Fuel is only reimbursed for rental cars.

### **Meal Expense**

- Daily total for meals and incidentals is \$62.00.
  - Incidental expenses include tips and fees for services, e.g., waiters, baggage handlers, etc.
- Travelers may seek reimbursement only for their actual expenses.
- Meals are only reimbursable for travel with an overnight stay involved.

### **Travel Reports**

- Receipts are required for all expenses over \$75.00.
- Receipts for lodging, transportation and rental cars are always required regardless of amount of expense.
- All purchases must be made with money in order to get reimbursed.
  - Any expense purchased with gift cards or rewards are not reimbursable.
- Business purpose for the report header should explain how the trip contributes UC Davis Extension major functions of teaching, research, public service or to any substantial and bona fide UCDE business activity. It should include:
  - Where the activity took place.
  - What the function was: i.e. class, meeting, conference etc.
  - How it contributed to UC Davis Extension or which function was.