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## I. Overview

It is the traveler's responsibility to report his/her travel expenses in a responsible, ethical, and timely manner. All official travel shall be properly authorized, reported, and reimbursed in accordance with Business and Finance Bulletin G-28, Policy and Regulations Governing Travel (Policy). This document serves as a summary of BUS G-28. Travelers are encouraged to refer to the Policy for additional information.

## II. Definitions

- A. Business Purpose- Contributes to UC major functions such as teaching, research, patient care, or public service.
- B. Headquarters- The place where the major portion of the traveler's working time is spent or the place to which the employee returns during working hours upon completion of special outside assignments.
- C. Lodging- Expenses for overnight accommodations. (This does not include accommodations on airplanes, trains or buses which are included in the cost of transportation).
- D. Subsistence Expenses- Charges for lodging and meals and incidental expenses (M&IE).
- E. M&IE Reimbursement Cap- The maximum amount authorized for daily meal and incidental expenses established by the University for travel (less than 30 days) in the continental United States. (This rate is adjusted periodically to reflect changes in the Consumer Price Index. Currently it is \$33/\$50. (See VI for further information). *M&IE Reimbursement Cap should not be treated as a per diem, but as a limit. Only actual reasonable expenses incurred for M&IE may be claimed. Note: Some control points require documentation of meals and incidentals, regardless of the amount.*
- F. Per Diem- Daily subsistence allowance. The payment of per diem does not require receipts. Per diems are only for all foreign travel; travel within Alaska, Hawaii, and United States possessions; domestic travel assignments of 30 days or more; and domestic travel assignments that exceed one year.
- G. Reporting Period- The twenty-one day period within which a Travel Expense Voucher must be submitted after the end of a trip.
- H. Residence- Primary dwelling place.
- I. Travel Expenses- Expenses that are ordinary and necessary to accomplish the official business purpose of the trip.
- J. Travel Status- The period during which a traveler is traveling on official University business away from headquarters and residence.

## III. Approval of Travel

Travelers may not approve the reimbursement of their own travel expenses. In addition, an employee shall not approve the travel

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expenses of an individual to whom he/she reports either directly or indirectly. Some control points require that travel be approved in advance. A Request for Travel Approval Form is available on the Accounting website. <http://www.accounting.ucsb.edu/travel>

#### **IV. Payment of Travel**

##### **A. Prepaid Expenses and Direct Charges**

Prepaid expenses such as transportation tickets and conference fees may be billed directly to the University. In these cases, expenses must be paid by the traveler when they are incurred and a claim then submitted for reimbursement at the end of the trip. Please refer to BUS G-28 V.A. for exceptions.

##### **B. Corporate Travel Cards**

Corporate travel cards are issued to employees who travel on official University business. Any traveler issued a card should use it to pay for all expenses and cash advances related to official University business travel.

##### **C. Cash/Non-Cash Advances**

Travelers are required to use their corporate travel card to obtain cash advances for expenses incurred in connection with official University business travel. Reasonable fees charged for obtaining a cash advance using the corporate travel card are eligible for reimbursement. Travelers who cannot obtain a cash advance through a corporate card may request a cash advance from the University, in accordance with the procedures established by the Campus. The amount requested on the Travel Advance Request must be a reasonable estimate of the out-of-pocket expenses needed for the trip. Receipts are always necessary. A cash advance must be returned immediately if a trip is cancelled or indefinitely postponed. *Travelers' requests for cash advances should be limited and strongly discouraged.*

#### **V. Transportation Expenses**

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route. Mileage expenses shall be computed between the traveler's headquarters and destination. When traveling by air, coach class or a discounted class airfare should be used. Departments are encouraged to use the UCLA Travel Agency to obtain state negotiated rates on fully refundable tickets.

##### **A. Automobile Travel**

1. Private Vehicles- Travelers may use their private vehicle for business purposes if it is less expensive than renting a car or if it saves time.

2. Mileage Reimbursement Rate- The standard mileage reimbursement rate is currently \$.375 per mile. This rate is adjusted periodically to reflect changes in IRS regulations.
3. Rental Cars-A vehicle may be rented when renting is more advantageous to the University than other means of commercial transportation, such as a taxi. Advance reservations should be made whenever possible and a compact or economy model requested. Travelers are encouraged to use companies which contract with the University.

<http://www.accounting.ucsb.edu/travel/travellinks.shtml>

## **VI. Subsistence Expenses**

Subsistence expenses incurred while traveling consist of charges for lodging and meals and incidental expenses (M&IE). Incidental expenses include tips and fees for services.

### **A. Travel Less than 24 Hours**

When the entire length of a single trip is 12 hours or less, M&IE shall not be reimbursed unless a meal is an integral part of the business purpose of the travel, such as a working lunch. For domestic travel that lasts more than 12 hours but less than 24 hours, reimbursement is limited to the actual cost of lodging with receipt. Actual M&IE shall be reimbursed up to a maximum of \$33.

### **B. Travel Less than 30 Days**

For travel assignments of less than 30 days within the continental United States, the reimbursement of daily subsistence expenses shall be based on the actual reasonable amounts incurred for lodging with receipt. Actual M&IE shall be reimbursed up to a maximum of \$50 per day. Expenses must be supported by original itemized receipts.

### **C. Travel of 30 Days or More**

For domestic travel assignments of 30 days or more within the continental U.S., the per diem allowance authorized for subsistence expenses will be reimbursed in accordance with the on-foreign locality per diem rates published by the Department of Defense. Reimbursement of such expenses shall be limited to a daily amount of up to 55% of the applicable federal per diem rate established for travel within the continental U.S. Please refer to the Travel website for further information.

### **D. Travel in Excess of One Year**

Travel in excess of one year is subject to payroll processing and withholding tax. Please refer to BUS G-28 for further information.

## **VII. Miscellaneous Travel Expenses**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip.

Miscellaneous expenses include business office expenses, special

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fees for foreign travel, and registration fees for conferences and professional meetings.

### **VIII. Insurance for Travelers**

All University employees are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on an official University business trip. Travelers using their corporate card have additional travel insurance. When private vehicles are used on University business, the appropriate campus officials are responsible for requiring that employees have adequate liability insurance coverage. Travelers using rental cars are expected to use rental agencies with which the University has contracts that include insurance coverage.

### **IX. Reporting Travel Expenses**

A Travel Expense Voucher (Form U85 or equivalent electronic version) should be used to report all expenses and advances pertaining to a particular trip. A Travel Expense Voucher should be submitted to the campus accounting office within 21 days of the end of the trip. For trips lasting over 90 days, the traveler must submit a monthly report of expenditures to the campus accounting office. The traveler must sign the Travel Expense Voucher certifying that the amounts claimed are true and that the original of all required receipts has been submitted. The Travel Expense Voucher or electronic equivalent must be approved for payment by the traveler's department head or by a person to whom the Chancellor has delegated such authority.

A. Substantiation of expenses should include:

1. Date and time of departure and return to the traveler's headquarters or residence.
2. Origin and destination of the trip and route taken
3. Purpose of travel
4. Amount of each expenditure, listed by date and location

B. The original of the following receipts must be submitted with the Travel Expense Voucher:

1. All airline expenses
2. All itemized lodging expenses for domestic travel
3. Miscellaneous expenses of \$75 or more
4. Gifts provided to a host costing \$25 or more
5. Registration fees

## References

### **Departments**

Accounting Services and Controls  
Travel Department  
Asger Pedersen, Manager  
893-3919  
<http://www.accounting.ucsb.edu/travel>

### **Resources**

University of California Business and Finance Bulletin G-28: Policy And  
Regulations Governing Travel  
<http://www.ucop.edu/ucophome/policies/bfb/g28.html>

Travel Forms  
<http://www.accounting.ucsb.edu/travel/forms.shtml>