

Travel Reimbursements Tips Sheet - Basic Travel Guidelines

- **Airfare**
 - Use Connexus to purchase airfare – only strictly business itinerary can be charged to UC
 - Airfare type – economy class – book at least 14 days in advance to obtain best fares
 - Additional fees on flights, e.g. Upgrades, extra legroom, etc. are not allowed
 - If personal travel is combined with business a comparable airfare quote is required – least expensive is reimbursed
- **Paying for Others**
 - Generally not allowed except on supervised group trips or co-travelers sharing a room
- **Private Car Mileage**
 - Shortest distance for travel allowed
 - Driving instead of flying is allowed, however the cost cannot exceed the cost of airfare (comparable airfare quote – based on at least a 14 day advance purchase, non-refundable lower economy fare, on business dates of travel)
 - *Note:* In general, travel to Campus is considered commuting, and not reimbursable
- **Car Rentals**
 - You can rent up to an intermediate size car - additional insurance is not reimbursable on domestic rentals
 - UC contract agencies include insurance on domestic rentals: book with Hertz, National or Enterprise with UC Corp ID <http://riskservices.berkeley.edu/insurance-programs/auto/rented-vehicles>
 - Enterprise 1-800-261-7331 UCB ID: XZ23A01
 - Hertz 1-888-222-0286 UCB ID: 71864
 - National 1-800-227-7368 UCB ID: XZ23A01
- **Lodging: Domestic**
 - Lodging must be at least 40 miles from Campus or home whichever is closer in order to be reimbursed
 - Receipts must be itemized (room, tax, service, and any other charges listed separately)
 - Receipts must show payment received with zero balance
 - Bundled packages may not be reimbursable if charges are not itemized
- **Lodging: International**
 - Per diem limits apply for lodging - allowance is based on location and hours at the location
 - Full travel itineraries showing arrival and departure dates and times are required
 - If your estimated actual lodging expenses fall below maximum per diem allowance, request for adjustments
 - Receipts are required if requesting actual foreign lodging expenses
- **Meals and Incidentals (M&IE): Domestic**
 - Meals and incidentals are capped at \$71 per person, per day; actual meal expenses only
 - Meals are not reimbursable for travel under 24 hours
- **Meals and Incidentals (M&IE): International**
 - Per diems are allowed and are based on the location and hours in each location
 - Conference and entertainment meals are deducted from allowance
 - If your estimated actual meal expenses fall below maximum per diem allowance, advise at time of request

What to Submit for Travel Reimbursements:

- ✓ Business purpose for trip – state UC business, include dates and location(s)
- ✓ Back up - agenda for meeting, conference, name and affiliation of person with whom you met if informal meeting
- ✓ Flight itinerary showing proof of payment, even if booked on Connexus
- ✓ Flight itinerary should show the date and arrival and departure time for each location
- ✓ Changes and/or cancellations to itinerary - provided brief explanation
- ✓ Personal combined with business? State when, and where, provide comparable airfare quote
- ✓ Receipts are required for all expenses \$75.00 or higher (except for M&IE, or Lodging if requesting per diem for foreign travel)
- ✓ Credit card statements cannot be substituted for receipts, but may be submitted in addition to show proof of payment
- ✓ Car rental receipts showing payment in full
- ✓ Zero-balance, itemized hotel bill (unless claiming per diem for foreign travel)
- ✓ Signature of traveler is required with certification statement
- ✓ Approver's signature should also be on the request form
- ✓ Non-Us Citizens or Non-Permanent Residents who are UC guests need to submit additional paperwork

Travel Reimbursements Tips Sheet - *Basic Entertainment Guidelines*

- **Payee**
 - Reimbursements can only be to UC employees or UC students
- **Business Purpose and Back-up**
 - Provide business reason for entertainment or meal expense
 - Submit backup such as an agenda, announcements, flyers, if available
- **Type of Event**
 - Some expenses require additional approval. Examples are when spouses, partners, families attended; employee morale events; when cost per person exceeded the maximum per-person expenditure
- **Frequency of business meetings**
 - Meals provided to employees should be infrequent and limited to no more than once a month
- **Maximum per person limits for meals:**
 - Breakfast \$26
 - Lunch \$45
 - Dinner \$78
 - Light refreshments \$18
- **Cost per person**
 - This includes all food items purchased for the entertainment meal, even if purchased separately through other means (e.g. purchased in BearBuy, on Event Planner Card, or by other individuals, etc.)
 - The cost of labor, sales tax, delivery charges, and other service fees must also be included with food and beverages in the per-person rate calculation
 - Brunch may be calculated using the lunch rate. If a reception before a meal includes beverages and hors d'oeuvres, the cost for the reception and the meal should be treated as a single event

What to Submit for Entertainment Reimbursements:

- ✓ Business Purpose – state business reason for the meal expense
- ✓ Back-up – submit whenever available- e.g. Meeting agenda, announcement of event, email invitation
- ✓ Indicate type of entertainment
- ✓ Indicate type of meal
- ✓ Indicate if alcohol was served
- ✓ Calculate cost per person
- ✓ Guest List - provide names and affiliation
- ✓ Note if event needs additional approval (spouses attended, morale, etc.)
- ✓ Submit receipts – itemized receipts required if \$75.00 or more per occasion
- ✓ Signature of payee is required with certification statement
- ✓ Signature of host is required if other than payee
- ✓ Additional signature may be required if expense is exceptional