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 iTavel 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
    o Prepaid airfares are arranged through UCR’s travel system Connexxus
    o The Travel Coordinator will search for your desired flight on Connexxus from a screenshot that you, as the traveler, found either on Connexxus (through iTavel) or another travel site
    o You must purchase your own airfare if you are taking any personal days
    o 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
    o If you purchase your own airfare, please register your trip at **http://risk.ucr.edu/travel.html** for UC Travel Insurance
    o **DO NOT USE INTERNET VENDORS TO PURCHASE TRAVEL PACKAGES** - Packages do not have itemized receipts which are not reimbursable
    o 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:
    o 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
    o 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
    o 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
    o 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**  
  o 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  
  o Uber, Lyft, and taxis are reimbursable up to the cost of a Shuttle for the same distance

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

❖ **Reimbursements**  
  • **Receipts Criteria**  
    o 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.  
    o A Declaration of Missing Evidence is required for missing and non-itemized receipts  
    o 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**  
  o 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  
  o **DO NOT** use credits, air miles, points or such to purchase your airfare as you will not be reimbursed  
  o Preferred seating or early bird check-in are **NOT** reimbursable unless you have a medical note  
  o Mileage for personal vehicles are reimbursable if it is the most common mode of transportation or has a bona fide business purpose  
  o Gas is reimbursable for rental vehicles only  
  o Charges for additional insurance or collision waivers for rental vehicles are not reimbursable

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

• **Lodging**  
  o You will be reimbursed the actual cost for lodging purchased on your own  
  o 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.*