

Procedure	TRAVEL
Division	School of Medicine
Department	Business Operations
Issued	May, 2019
Revised	Feb, 2022
Policy Reference	UCR Policy 900-20 Travel – Policy, Regulations, and Procedures University of California Policy UC Business & Finance Bulletin G-28, Travel Regulations UCR Policy 900-05 Travel and Entertainment Corporate Charge Card
Forms	Travel Reimbursement Form Pre-Travel Request Form Declaration of Missing Evidence
FAQ's	ITravel FAQ's: http://cnc.ucr.edu/travel/faq.html Connexus FAQ's: http://accounting.ucr.edu/travel/connexus.html

The policy and regulations governing University of California travel are located in the system-wide UC Business & Finance Bulletin G-28 "Policy and Regulations Governing Travel". This policy applies to all official UC travel, including travel funded under grants and contracts.

UC Policy Overview

- All official travel shall be properly authorized, reported, and reimbursed in accordance with University travel regulations.
- University travel policies apply to all University academic and staff employees, students, interviewees, guests, and all other persons whose travel expenses will be paid for or reimbursed by University funds.
- Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by the University.
- All out-of-state and foreign travel must be properly booked or registered to ensure UC Travel Insurance coverage. Booking travel through Connexus' preferred travel agencies automatically enrolls the traveler in the insurance program for travel outside of California.
- Expenses for **domestic travel (less than 30 days)** will be reimbursed on the basis of **actual expenses** for transportation, lodging, meals and incidentals.
- Expenses for **foreign and long-term travel** will be reimbursed on the basis of **actual expenses up to the Per Diem rate** for transportation, lodging, meals and incidentals.
- Transportation 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. Any exception must be approved by the Chancellor
- A Travel Reimbursement Request must be completed **within 21 days** after completion of the trip. However, when travel is frequent and continuous, (i.e. mileage expenses) expenses may be combined to a maximum of three consecutive months, and submitted within 21 days from the end date of trip.
- **Travel packages** from Internet vendors **should not be purchased for University business travel** unless it is confirmed in advance that each aspect of the trip (hotel, transportation, rental car, etc.) will be itemized separately thus providing adequate documentation for reimbursement. (See <http://accounting.ucr.acsifactory.com/sites/g/files/rcwecm751/files/2018-09/trv-internet-travel-pack.pdf>).

Reimbursement Rates

- Mileage Reimbursement 2021 Rate for Privately-Owned Vehicles is \$.58 cents per mile, which includes re-fueling costs.
- Lodging Expenses 2021 Rate for domestic travel (less than 30 days) up to \$275 per night excluding taxes and fees. An exception to the \$275 maximum may be allowed when lodging is booked at a pre-arranged conference rate.
- Subsistence Expenses for Travel of 24 Hours or More
Actual expenses for meals and incidentals will be reimbursed up to \$62 per day.
- Subsistence Expenses for Travel of Less than 24 Hours
Meals and incidental costs will not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt. An exception to the overnight stay requirement may be allowed when meal expenses are in connection with a business meeting.
- Foreign and Long Term Travel Actual expenses for meals and incidentals will be reimbursed up to 100% of combined Per Diem
- Refer to the Accounting website UC Policy G-28 [Appendix B: Lodging and M&IE Reimbursement Caps](#) for additional policy and most current rates.

Proper Documentation

Itemized receipts should be original and must show the vendor, the items/ services paid for, the amount of the charge, the transaction date, and the method of payment. Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record.

Meals, Local Transportation, and Misc.: UC policy does not require receipts for meal expenditures, local transportation costs, and misc. expenses of less than \$75. All travelers are responsible for adhering to all aspects of UC Travel Policy, and only actual reasonable costs incurred can be reimbursed. If it appears that the daily reimbursement cap is being treated as a per diem, the traveler will be required to submit receipts for all meal expenses.

Lodging: UC policy requires that all lodging expenses must be supported by original itemized receipts regardless of the amounts incurred.

Airfare: All airline expenses must be supported by fully itemized receipts (which include full itinerary information for departure and return flights).

Rental Car: All rental car expenses require fully itemized receipts.

Missing Original Receipts

When itemized receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, complete the [Declaration of Missing Evidence](#) form and submit with your Travel Reimbursement Form and/or other travel documents when requesting reimbursement.

UC Policy Important Reminders

Personal Travel: Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by the University. Travel that is to include personal leave days, excess travel time, or indirect/interrupted itineraries should be approved in advance. Direct payment by the university is not always permitted in these situations, and comparisons (of what UC would have paid) will need to be done at time of booking to determine reimbursement limits. Transportation 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. Any exception must be approved by the Chancellor.

Payment of Expenses on Behalf of Others: University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance.

Travel Extended to Save Costs: Additional expenses associated with travel extended to save costs (such as lodging, car rental, M&IE, etc.), may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip. If documentation can be provided showing that it was more cost-effective to stay an additional night and return the following day, the expenses can be reimbursed. Appropriate documentation would include a Connexus flight comparison. Such reimbursement expenses shall not exceed the amount the University would have paid had the traveler not extended the trip. Pre-arranged airfare can be booked if a Connexus flight comparison is provided showing the lower price airfare for a later flight.

AB 1887 Prohibited Funding for Travel: State-funded travel to a state that has passed a law that (1) authorizes discrimination based on sexual orientation, gender identity, and gender expression, or (2) voids or repeals existing state or local protections against such discrimination is prohibited. These states include:

- Alabama
- Arkansas
- Florida
- Idaho
- Iowa
- Kansas
- Kentucky
- Mississippi
- Montana
- North Carolina
- North Dakota
- Oklahoma
- South Carolina
- South Dakota
- Tennessee
- Texas
- West Virginia

“State funds” include funds in the following fund group code:
401 – General Funds (fund numbers 199XX, excluding UCGF).
Transportation to these states is not prohibited, but it cannot be funded through state funds.

TRAVEL TOOLS

iTravel

iTravel is an online travel planning and expense reporting system designed to meet the diverse needs of campus departments, as well as increase compliance with University travel policy.

In order to use iTravel, a UCR employee needs to have a Net ID and password, and will need to be entered into the correct role by their SAA in the Enterprise Access Control System (EACS).

SOM employees are encouraged to utilize this program for all travel planning. Additional information along with video tutorials and user guides can be found at: <https://cnc.ucr.edu/travel/videos.html>

Connexus

Connexus is the University of California Travel Program. It provides value, flexibility, and convenience for UC business travelers. Connexus features favorable negotiated rates for air travel, hotel accommodations and car rentals. Click here for more information on how to use CONNEXXUS:

<https://accounting.ucr.edu/travel/connexus.html>

Payment of Travel

Prepaid Expenses and Direct Charges

Transportation tickets and conference fees may be charged directly to the University if payment is able to be sent via Purchase Order, Procurement Card, or Check and travel abides by UC policy. Please contact Business Operations at Business.Operations@medsch.ucr.edu to inquire if prepayment for travel expenses can be submitted. Meals and miscellaneous expenses cannot be charged directly to the University as these expenses must be paid by the traveler, and submitted for reimbursement at the conclusion of the trip. Lodging expenses may be prearranged for payment by the University if it has been confirmed with the hotel that payment is able to be sent via Purchase Order or Procurement Card, and travel abides by UC policy.

Corporate Travel Cards

Under guidelines established by UCR, corporate travel cards may be issued to eligible employees who travel on official University business. Please reference UCR Policy [900-05 Travel and Entertainment Corporate Charge Card](#) for additional information in regards to eligibility, applications, policies and procedures surrounding the Corporate Travel Card.

Cash/Non-Cash Advances

Travel advances are not intended to provide a contingency reserve for personal use by the traveler. They should only be used to cover the out-of-pocket costs of the individual. Therefore, advances will normally be issued to cover only subsistence expenses and other known expenses. Travel advances will not be given for the purchase of airfare or other common carrier tickets for particular trips.

Travelers who cannot obtain a cash advance through a corporate travel card may request a cash advance from the UCR Accounting Office, in accordance with the procedures established by UCR, under the following circumstances:

- The traveler is not eligible to participate in the corporate travel card program;
- The traveler has not yet been issued a corporate travel card;
- A unique circumstance which justifies an exception to policy

Requests for advances should be submitted via Trip Planning in iTravel. For more information see UCR Policy [900-40 Travel Advances, Cash Advances, Direct Charges](#)

Procedure – Instructions for Travel Planning

TRAVELER

Prior to Travel

1. Travel should be authorized in advance by a Traveler's supervisor before any financial obligations are incurred and before travel commences.
2. Using your Net ID issued at time of employment, log-in to iTravel and set up a Traveler's Profile: http://travel.ucr.edu/travel/TRAV_MENU.Get_Menu_List
3. **Plan** your travel by completing **one of the following options**:
 - a. Complete the [Pre-Travel Request Form](#) and send to SOM Business Operations at Business.Operations@medsch.ucr.edu
 - b. Contact your departmental Travel Coordinator, if designated
 - c. Log-in to **Connexus** to book travel with personal funds (airfare, hotel, and car rental).
4. If only using your **Private Vehicle for travel**:
 - a. After trip, complete the [Travel Reimbursement Request Form](#) for mileage and submit to Business Operations or your designated Travel Coordinator.

During Travel

1. Use cash, your personal credit card or Corporate Travel Card for all travel related expenses.
2. Retain all travel related expense receipts.

TRAVEL COORDINATOR

Prior to Travel

1. Direct the Traveler to review the [SOM Business Operations Intranet](#)
2. Introduce the Traveler to the training tools and resources available such as the [Traveler's User Guide](#), this policy, and SOM Travel Planning and Reimbursement Forms.
3. Travel Coordinator can also email SAA to grant Traveler access to iTravel.
4. If making travel arrangements, evaluate travel details to ensure they are the most economical for the travel situation, and are allowed per UC policy.
5. Insure Traveler's supervisor/PI approval for travel is on file.
6. Secure travel arrangements, if requested by Traveler.
7. Provide traveler with itinerary and documentation of all reservations.

Procedure – Instructions for Travel Reimbursement

TRAVELERAfter Travel

1. Within 21 days from the end of your trip complete the [Travel Reimbursement Request Form](#), and attach all required receipts. Please reference Proper Documentation at the beginning of this document for instructions regarding which receipts are needed, and what information must be included.
2. The Travel Reimbursement Request Form and all required receipts will need to be sent to Business Operations at Business.Operations@medsch.ucr.edu. Original, hardcopy receipts are not needed. Electronic images and copies of all receipts are acceptable.
3. Travelers also have the option to enter expenses directly into the Travel Expense Reporting module in iTravel http://travel.ucr.edu/travel/TRAV_MENU.Get_Menu_List for review by Business Operations or your designated Travel Coordinator. All required receipts will need to be uploaded into iTravel, and the report submitted for review. The Expense Report will be routed to the respective Travel Coordinator.

Approval Process

After an expense report has been submitted for processing, each approver receives 48 hours to approve or reject the trip in their queue.

1. Expense Report is **prepared in iTravel by Travel Coordinator or Traveler**.
 - a. Submitted **by Traveler**: Expense Report is reviewed for appropriateness of the expenses by Travel Coordinator, and can be approved or rejected back to Traveler.
 - b. Submitted **by Travel Coordinator**: Expense Report is submitted to Traveler for approval.
2. Expense Report is **forwarded to Pre-Approver**
3. Expense Report is **forwarded Final Approver**.

Please Note: Both the Pre-Approver and Final Approver can approve or reject the travel expense report back to Travel Coordinator for modifications and re-routing.

4. Expense Report is **forwarded to Accounting**
Traveler can expect reimbursement check or electronic fund transfer within 10-15 days **after** it has been approved by Accounting. If you have not received your reimbursement in this timeframe contact the Business Operations Office.

TRAVEL COORDINATORAfter Travel

1. After 8 days from last day of trip, remind Traveler to submit travel expenses by completing the Travel Reimbursement Request Form or by entering expenses directly into iTravel. Provide assistance, if needed.

2. Travel Expense Report approvers should check the following when submitting Travel Expense Reports to avoid delays in processing, ensure compliance with policies ,and to ensure the propriety of all reimbursements:
 - Trip purpose – The Travel Report must include a detailed purpose that specifically state the reason for the travel, or the nature of the business benefit derived as a result of the travel
 - Specific dates of travel
 - Specific destination of travel
 - Pre-paid items by UCR have been properly reported
 - Proper documentation has been attached
 - No policy violations are present
 - Mileage reimbursements – vehicle license plate number and proof of liability insurance provided
 - Foreign Travel – attach per diem rates for location and dates of travel. Verify per diem rate allowed versus expenses claimed to determine if costs exceed any rates; convert foreign currency to U.S. dollars
 - Traveler's signature has been obtained (routed to employee via iTravel, or Travel Expense Summary Page printed for non-employee signature)
 - Approval and correct FAU have been provided
 - Name on receipts matches traveler's name being reimbursed
 - Verify total

8. Insure Supervisor/PI signed the Travel Reimbursement Request Form before submitting for processing.

9. Save copies of travel reports submitted, receipts, forms, and any other information/emails pertaining to the trip and file in traveler specific folders.

10. Provide traveler with iTravel Trip number to check the status of their reimbursement at any time by searching the trip in iTravel.

TRAVEL TIPS for the TRAVELER

Things you need to know to comply with and expedite the reimbursement process:

Details. Details. Details. Explain any special circumstances or irregularities regarding your trip, and address any issues that may cause questions during the reimbursement process. Being as detailed as possible when submitting requests will allow for a quicker reimbursement and booking process.

Ask questions. The Business Operations team is available to answer your travel related questions ahead of time on anything that is unclear. Please email all inquiries to Business.Operations@medsch.ucr.edu and a staff member will assist you.

Airfare. Policy requires travelers to use economy class. Business class or first class may only be authorized for exceptional circumstances. When submitting reimbursement for airfare (after your trip), submit full

itineraries/confirmations showing your name, departure and arrival locations, dates, and times, and payment info.

Airfare payment. If funds were applied from a previous ticket or cancelled airfare, the previous itinerary/confirmation showing the payment method and total must also be submitted. Payments made by vouchers or frequent flyer miles will not be reimbursed.

Mileage. Mileage shall ordinarily be computed between the traveler's headquarters (UCR campus for most) and the common carrier or destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. However, mileage expenses may be allowed between the traveler's residence and the common carrier or destination if University business travel originates or terminates before or after the traveler's working hours, or if travel originates or terminates during a regularly scheduled day off. When reimbursement for mileage is requested in lieu of airfare, accounting will only reimburse the method of travel considered to be the most economical. Mileage expenses can only be combined up to three months at a time, and must still be submitted within 21 days from the trip end date.

Vehicle Rental. Business Operations or your Travel Coordinator can coordinate a car rental reservation on your behalf prior to travel. A personal credit card must be presented at time of pick-up, and payment made by the traveler for reimbursement after the trip. Travelers are encouraged to have reservations made through Connexus as the university has system-wide contracts with rental agencies that include insurance coverage. This ensures special rates, includes unlimited mileage and has built in liability insurance. When making reservations the traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip, and must provide itemized receipts and any contracts associated with the expense for reimbursement. Car types allowed for rental include compact, economy, or intermediate size models unless a no-cost upgrade is offered. No additional fees for vehicle upgrades, extra insurance, or rental add-ons will be reimbursed.

Parking/Shuttle/Taxi/Tolls. No valet parking will be reimbursed unless it is the only parking option available on-site. Submit receipts to support reimbursement for these expenses that are over \$75.00.

Lodging. Book your hotel reservations as far in advance as possible to ensure that a room is available and at the best rate. Itemized hotel bills / folios are required for reimbursement. Credit card receipts are only considered supporting documentation.

Conference Registration/Event Fees. Some conference registration and event fees may be paid in advance by the University. Request the payment for these fees at least 4-6 weeks prior to the event. If requesting reimbursement for conference and registration fees, be sure to submit all documentation supporting the purchase.

Please submit travel requests and questions to Business Ops at Business.Operations@medsch.ucr.edu