


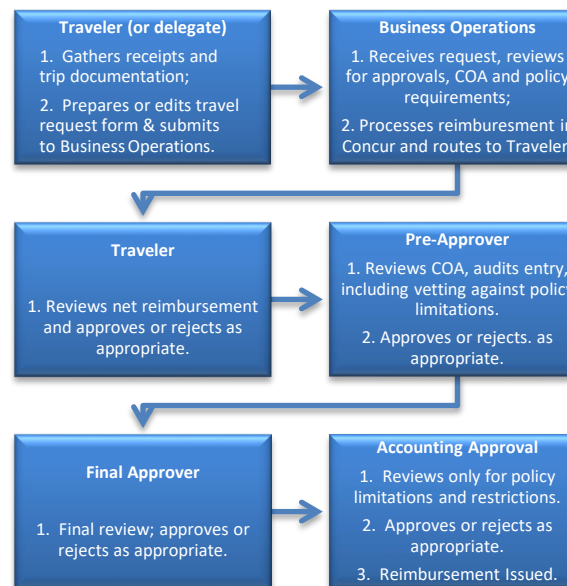
Quick Tips:

- **Do not pay** for other traveler's expenses. Only exception is co-travelers sharing a room.
- Airline tickets **should be economy class**. When a higher class is chosen, the traveler must pay the incremental cost of the airfare.
- **Register all your UC trips at risk.ucr.edu/travel.html** if not booking through Connexus. Take advantage of Travel Insurance Program. Benefits include Security Extraction, Medical Evacuation and Travel Assistance.
- Third party vendors (i.e. Expedia, Orbitz, etc.) **should not be used to book travel** unless you are able to confirm beforehand that itemized receipts for each aspect of travel (hotel, airfare, rental car, etc.) will be available.
- Reimbursement requests are **due within 7 days** after trip is complete.
- **Disclose all details** regarding your trip (special circumstances, irregularities, etc.) to your travel coordinator prior to travel.
- **Ask questions** regarding any aspect of travel by sending a generic request to the Business Operations ServiceNow ticket system.

Other Business Travel Resources:

- University of California – Policy G-28: <https://policy.ucop.edu/doc/3420365/BFB-G-28>
- SOM Business Operation ServiceNow Ticket system: <https://medschoolintranet.ucr.edu/about-business-operations>
- UCR Accounting Travel website: <http://accounting.ucr.edu/travel/>
-  [Concur Processes](#)
- UCOP Risk Services Traveler Coverage: <https://www.ucop.edu/risk-services-travel/index.html>

Post travel workflow when using Business Operations for assistance with reimbursement requests



TRAVEL REFERENCE GUIDE FOR TRAVELERS

Travel can be processed via Concur or Business Operations. This travel pamphlet includes information for travelers using Business Operations for assistance. For assistance with Concur use this link:

 [Concur Processes](#)



University of California Travel Regulations Policy G-28:
<https://policy.ucop.edu/doc/3420365/BFB-G-28>

Submit all travel inquiries and reimbursement requests using SOM [Business Operation ServiceNow Ticket System](#).

VI. Airfare

- UCR SOM can book and **pre-pay** for flights that are in compliance with UC travel policy.
Note: When adding personal days or preferences to a business trip, airfare cannot be pre-paid. In order to be reimbursed, a comp is required to determine the maximum UCR would have spent on a direct route and should be prepared by the Travel Coordinator.
- A justification is required for any flight changes.
- Travelers are required to fly coach/economy.
- A detailed itinerary and itemized receipt are required including fare class and form of payment.

V. Car Rentals

- UCR SOM can make your reservation (securing additional coverage at no extra cost), but **cannot pre-pay** for your rental.
- Traveler will be required to pay for rental expenses at time of pick-up.
- An itemized receipt with form of payment will be required for reimbursement.

IV. Mileage & Ground Transportation

- As of Jan 1st 2024, the mileage reimbursement rate for use of a private car for University business is **67 cents/mile**.
- Travelers are allowed to use taxi (lyft/uber) or shuttle services when appropriate, and can seek reimbursement.

III. Lodging

- UCR SOM **may be able to book and pre-pay** for lodging expenses, if the chosen hotel accepts our allowed procurement methods.
- Allowable lodging rate is up to **\$333/night**. Justification is required if nightly rate exceeds this amount. Dean's approval may be required.
- Itemized hotel receipts/folio are required for reimbursement.

II. Conference Fees and Registration

- UCR SOM can **pre-pay** for registration fees if the request is submitted with enough lead time for processing.
- If a traveler pays for registration, reimbursement cannot be processed until after the trip.
- A conference agenda or confirmation is required as part of the reimbursement documentation.

I. Foreign & Long Term Travel

- Lodging & daily meal /incidental costs will be reimbursed based on actual expenses paid, up to the maximum Per Diem for the location of travel.
- All itemized hotel, transportation, and misc. receipts are required for reimbursement.

VII. Meal & Incidental Expenses

- Actual expenses for meals and incidentals will be reimbursed up to \$79 per day

*** Pre-Travel Requirements *** when using Business Operations for assistance

1. Obtaining advanced approval is required prior to booking or incurring any travel expenses; you may use the [Travel Request Form](#) to obtain departmental approval and budget authorization.
2. If requesting travel arrangements, complete the [Travel Request Form](#) and send to Business Operations via the [ServiceNow ticket system](#) at least 20 business days prior to trip.
3. When placing flights on hold for processing by Business Operations, **notify travel coordinators beforehand** to make sure reservation can be made in 24 hours or less.

*** Post-Travel Requirements *** when using Business Operations for assistance

1. Complete or edit the Travel Request Form.
2. Submit form, agenda and needed receipts to Business Operations Reimbursement Request Form via the ServiceNow ticket system within 7 business days after trip.

*** Document Requirements ***

- **Meals, local transportation, & Misc.**
If expense is under \$75.00 the receipt is not need, but should be kept by traveler if requested in the future for auditing purposes.
- **Lodging, Airfare, Rental Car, & \$75+**
All itemized receipts are required.