

Quick Tips:

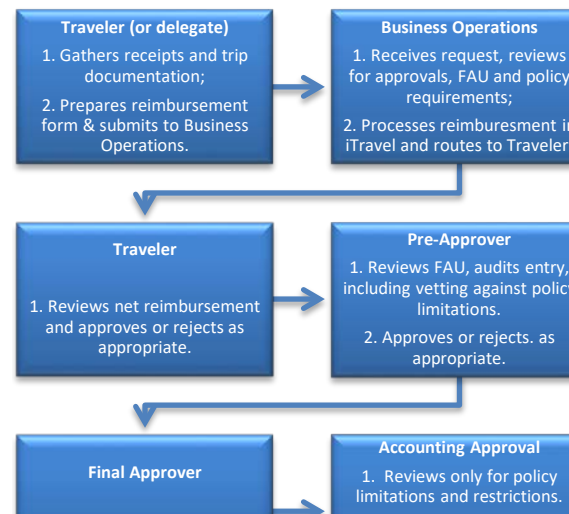
- **Do not pay** for other traveler's expenses. Only exception is co-travelers sharing a room.
- Airline tickets **should be economy class**. When a higher class is chosen, the traveler must pay the incremental cost of the airfare.
- **Register all your UC trips at risk.ucr.edu/travel.html** if not booking 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.
- **State funding** (19900 funds) cannot be used for booking or reimbursement of travel to certain USA states¹.
- Reimbursement requests are **due within 21 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 emailing bo@medsch.ucr.edu

Other Business Travel Resources:

- University of California – Policy G-28: <https://policy.ucop.edu/doc/3420365/BFB-G-28>
- SOM Business Operation Intranet (SOM forms): <https://medschoolintranet.ucr.edu/about-business-operations>
- UCR Accounting Travel website: <http://accounting.ucr.edu/travel/>
- UCOP Risk Services Traveler Coverage: <https://www.ucop.edu/risk-services-travel/index.html>
- Information Regarding Law Prohibiting State Funding for Travel to Certain States¹: <https://www.ucop.edu/central-travel-management/resources/ab-1887-travel-prohibition-to-certain-states-using-state-funding->

Post Travel Workflow

(Please allow at least 10-12 business days for reimbursement)



TRAVEL REFERENCE GUIDE FOR TRAVELERS



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 Ticket System at bo@medsch.ucr.edu.

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. 1, 2019, the mileage reimbursement rate for use of a private car for University business is **.58 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 **\$275/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 \$62 per day

*** Pre-Travel Requirements ***

1. Obtaining advanced approval is required prior to booking or incurring any travel expenses; you may use the [Approval Request Form](#) to obtain departmental approval and budget authorization.
2. If requesting travel arrangements, complete the [Pre-Travel Request Form](#) and send to Business Operations at bo@medsch.ucr.edu 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 ***

1. Complete the [Travel Reimbursement Request Form](#).
2. Submit form, agenda and needed receipts to bo@medsch.ucr.edu within 21 days after trip is complete.

*** 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.