

Travel Expense Report

Name: _____

Date: _____

Employee ID# _____

Purpose of Travel: _____

Time/Date of Departure: _____

Return: _____

Visitor Information

Social Security#	_____
US Citizen	Yes No
E-mail	_____
Fax	_____
Phone	_____
Home Address	_____ _____

Expenses

*Attached is the UCD Guide to Domestic Travel

Airfare: _____

Train/Taxi/Bus: _____

Personal Car Mileage: _____

Parking: _____

Vehicle License# _____

Does car used have liability insurance? Yes No

Rental Car: _____

Lodging: _____

Registration Fee: _____

Lodging Dates: _____

Meals and Incidentals

- *Amount must be entered each day for which an expense is claimed
- *Maximum daily amount for domestic travel = \$64
- *Per diem may only be used for foreign travel and domestic trips longer than 30 days ;
maximum foreign per diem rates vary by location please check with the Business Office
for amounts
- *Averaging across days is not allowed
- *Please see attachment for more details

Date	Amount

Date	Amount

Date	Amount

Account to Charge _____

Travel Policies

The following policies should be reviewed prior to travel and consulted to answer questions:

- 300-10, Travel Policies and Regulations
<http://manuals.ucdavis.edu/ppm/300/300-10.htm>
- 300-30, University-Owned Vehicles
<http://manuals.ucdavis.edu/ppm/300/300-30.htm>
- 370-05, Student Off-Campus Events, Programs, & Travel
<http://manuals.ucdavis.edu/ppm/370/370-05.htm>
- 370-10, Student Off-Campus Trip Insurance
<http://manuals.ucdavis.edu/ppm/370/370-10.htm>
- 370-25, Vehicle Insurance
<http://manuals.ucdavis.edu/ppm/370/370-25.htm>
- G-28 - Policy and Regulations Governing Travel
<http://www.ucop.edu/ucophome/policies/bfb/g28.htm>

Travel Resources

- For UCD Travel information, resources and forms go to <http://travel.ucdavis.edu/> or send an e-mail to travel@ucdavis.edu
- Airfare - UC Davis has two methods of billing airfare directly to the university, the Central Travel System (CTS) program and the California State Airfare (YCAL) program. To reduce the personal financial burden of business travel, consult with your department's travel coordinator about how to access these programs. You must submit your airfare receipt regardless of the method of payment. More on these programs is available at <http://travel.ucdavis.edu/arrange.cfm?opt=1>
- Hotel agreements
<http://travel.ucdavis.edu/agreements/hotels.cfm>
- Car Rental Information
<http://travel.ucdavis.edu/agreements/carrental.cfm>
- Travel Expense Report Checklist
<http://travel.ucdavis.edu/TEVchecklist.pdf>

Reimbursement Rates

The following mileage rate and M&IE caps are effective as of October 1st, 2006. Reimbursement rates are subject to change and should always be reviewed prior to your trip at:

<http://travel.ucdavis.edu/>

Meal & Incidental Cap (travel >24 hours and < 30 days)	Actual cost, up to \$64.00 per day
Meal & Incidental Cap (travel >12 and < 24 hours)	Actual cost, up to \$42.00
Mileage - private auto*	44.5 cents/mile (2006) 48.5 cents/mile (2007)

*If you choose to drive in lieu of air travel, the reimbursement of surface transportation costs is limited to the cost of the most economical airfare plus transportation to and from the terminals.

Try Direct Deposit

Still standing in line at the bank to deposit your reimbursement check? Sign up for Direct Deposit of all your reimbursements at:

<http://accounting.ucdavis.edu/directdep.cfm>

You'll receive an e-mail when your reimbursement is scheduled for deposit to your bank account.

US Bank VISA Corporate Card

UC Davis sponsors a corporate charge card to be used for official, reimbursable, travel and entertainment business expenses (transportation, lodging, meals, etc.). The card is issued in your name and it is your responsibility to ensure the balance is always paid in a timely manner. More information about this program may be found at:

<http://travel.ucdavis.edu/corpcard.cfm>

This pamphlet is provided as a service of the Accounts Payable division of Accounting & Financial Services, UC Davis

Rev E, April 2007

© Regents of the University of California. All rights reserved.

Guide to Domestic Travel

The university travel program is intended for reimbursement of expenses above and beyond what an employee would expend in a normal workday.

This pamphlet is offered to the traveler as a guide only. Anything not specifically covered in this pamphlet should be discussed with your department head, or authorized delegate, prior to travel.

The guidelines offered here are based on policies established by UC Office of the President and the UC Davis campus. Anyone traveling on official university business is expected to be familiar, and ensure compliance, with those travel policies and procedures.

It is the policy of the university that all official travel shall be properly authorized, reported, and reimbursed in accordance with university travel regulations.

Common Terms

Headquarters: the place where the major portion of the traveler's work time is spent.

M&IE Reimbursement Cap: the maximum amount authorized for daily Meal and Incidental Expenses. Incidental expenses include tips and fees for services, i.e., waiters, bellhops, etc. (see back panel for cap amounts).

Per Diem: is a daily allowance payment rather than a reimbursement of actual expenses for meals, lodging and incidentals. For travel within the continental US, Per Diem is only allowed for travel assignments of 30 days or longer.

UC DAVIS
UNIVERSITY OF CALIFORNIA

Travel Basics

Traveling for UC Davis is not the same as travel in private industry. As a public institution of higher education and a custodian of public funds, UC Davis has a special stewardship obligation. This obligation, and rules published by the IRS, drive the policies and procedures for reimbursing travel.

- It is the responsibility of the traveler to plan their business travel in such a manner as to minimize the cost to the university.
- A traveler must be on travel status at least 12 hours in order to be reimbursed for meals in connection with a trip of less than 24 hours.
- A traveler cannot pay for group travel expenses unless designated as an official Group Leader by the Department Head. *All expenses* for the group are then submitted by the group leader. Go to <http://travel.ucdavis.edu/groupleader.cfm> for more information.
- Mileage is calculated between the traveler's headquarters and the destination. Expenses for travel between the traveler's residence and headquarters shall not be allowed.
- The daily M&IE cap shall not be treated as a per diem. Only actual, reasonable, expenses incurred each day of the trip may be claimed. Do not claim the daily maximum unless you have expended that amount. Averaging across days is not allowed.
- Employees are encouraged to use university car rental and hotel agreements whenever possible. More on agreements at: <http://travel.ucdavis.edu/agreements/>



What is Reimbursable?

Transportation expenses necessary to accomplish the official purpose of the trip are reimbursable, regardless of the length of time on travel.

The following items are reimbursable for travel over 12 hours:

- Charges for actual meals and incidentals incurred while on travel status, up to the daily maximum (see reverse side for rates).
- Reasonable lodging expenses supported by an itemized receipt.
- Local and long distance phone calls related to business.
- One phone call home, of reasonable length, per day.
- Miscellaneous expenses necessary for the transaction of official business. Examples include: Internet connections, supplies, word processing services, etc.

What is Not Reimbursable?

- Expenses for personal travel.
- Lodging expenses for travel under 24 hours.
- The optional Liability and Loss Damage Waiver (LDW) insurance when renting automobiles within the continental US when UC has an agreement in place for that rental agency. To locate car rental agreements, and how to use them when making a reservation, go to <http://travel.ucdavis.edu/agreements/carrental.cfm>.

The reimbursement of expenses not covered by policy must be approved prior to traveling, *on an exception basis*, by your Department Head (or their delegate) and the Associate Vice Chancellor - Finance.

Approval Required

It is the policy of the university that all official travel shall be properly authorized. Before incurring travel related expenses, you must obtain the approval of your Department Head, or their delegate.

For expenses paid on an exception basis, you must also have approval of the Associate Vice Chancellor - Finance.

Expenses incurred without prior approval may be denied.

Reporting Your Expenses

Your travel expenses should be reported within 21 days of the completion of the trip, to ensure timely reimbursement and reconciliation. You must submit the following items when reporting your travel:

- All original airline, hotel/lodging, and car rental receipts. When only electronic receipts are available, they are acceptable as long as the name of the payee, the cost, the transaction date, and the form of payment are included.
- All original receipts for any expense greater than \$75.
- Receipt for conference or seminar registration.
- Any applicable pre-approved exception letter.
- The traveler and the traveler's Department Head, or authorized delegate, must review and certify the travel expense report.

A credit card statement cannot be used as a receipt.