HSSOE Traveler Tips

Payee Information

- Provide UCI employee ID or UCI student ID number on the travel reimbursement form.
- Other payees (US citizens & resident aliens only) will need to provide their social security number in order to be entered into UCI's reimbursement system.
- Non-US citizens and non-permanent residents, provide a copy of your passport, I-94 and completed Certificate of Academic Activity Form (email purchasing@eng.uci.edu to request a copy of the form) .

Airfare

- Economy or coach class only.
- Additional fees for seat upgrades, extra leg room, early check-in, etc. are not reimbursable.
- If flight change fees are incurred, please provide a brief explanation for the change.
- Original receipt must show ticket number and proof/method of payment.
- If the reimbursement is being charged to a contract/grant, a US flag carrier must be used.

Hotel

- Original receipt must show proof/method of payment and zero balance due.

Rental Car

- Companies with UC contracts should be used for business travel. Rental car insurance is included in contract rates:
    - Enterprise – (800) 325-8007, Contract # XZ32E02
    - Hertz – (800) 654-3131, Contract # 72105
    - National – (800) 227-7368, Contract # 5007820
- Rental car insurance fees will not be reimbursed since insurance is already included in UC contract rates.
- Original receipt must show proof/method of payment.
- Compact/economy class vehicle only.
- Upgrades and add-ons such as GPS rentals are not reimbursable.

Meals

- Domestic:
    - Meal receipts must be provided, or a meal log must be provided documenting actual expenses incurred for each meal.
    - Daily maximum reimbursement amount:
        - $74 for travel on/after 3/1/16
        - $71 for travel on/before 2/29/16
    - Do not request a flat daily rate. There is no per diem rate for domestic travel. Use actual expense amounts.
    - No meal reimbursements for travel less than 24 hours.
- International:
    - Per diem rates for meals can be requested. See rates published by location by the US Department of State. http://aoprals.state.gov/web920/per_diem.asp

Transportation

- Use the most economical mode. Price comparisons for other modes of transportation will be required from you if it appears that a more expensive mode was used. This includes:
    - Use of personal car vs. airfare
    - Use of car service vs. shuttle or taxi
- Original receipts showing proof/method of payment are required for expenses over $75.

Mileage for Personal Vehicle

- You are required to have liability insurance to request mileage reimbursement.
- Fuel costs are factored into mileage rates, so fuel cannot be reimbursed in addition to mileage reimbursement.
- Mileage reimbursement rates:
    - $0.54 – for travel on/after 1/1/16
    - $0.56 – for travel on/before 12/31/15