

Making Sense of Travel Reimbursements

Best Practices and UC and UCI Policy Requirement Highlights

NOTE: Policy requirements on this page may be superseded by more restrictive sponsored project, extramural, intramural, or departmental policy.

Proof of Payment	Receipts are only required for Lodging, Airfare, Rental Cars, and any expenses over \$75.
Substantiating Documentation	An agenda or conference program are nice to include, but a detailed explanation of the business purpose and/or the expected business benefit is sufficient.
Submitting Documents	Skip Central Scanning! Use My Receipts in the With U • For U mobile app or scan your receipts and upload them directly into KFS.
Corporate Credit Card	Want the easiest reimbursement experience? Charge your expenses to a US Bank travel card—all career employees are eligible to apply for a travel card .
Meals and Incidentals	Traveling overnight? You may claim up to \$62 in actual expenses for meals and associated tips/fees (M&IE) per day. Keep in mind, there are generally no exceptions to this dollar limit.
Airline Ancillary Fees	Effective January 1, 2019, UCI policy will allow reimbursement for certain airline ancillary fees. These include checked and carry-on baggage fees, early check-in (i.e. Southwest Airlines “Early Bird”), and economy-class seat selection.
Allowable Miscellaneous Expenses	Made an emergency purchase while traveling? Needed WiFi service on an airplane? You’re in luck. Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of the trip. Simply provide an explanation as to why these expenses are being claimed.
Review and Approve Transactions	Wondering why a reimbursement hasn’t been finalized yet? It might be waiting in your KFS Action list. Transactions are routed through an electronic workflow . Select your personal “ notification preferences ” to receive action list reminders.

Questions? Please contact your departmental financial management or the [Travel Accounting Team](#).

[Travel Accounting website](#) | [UC Travel Regulations Policy G-28](#) | [UCI Travel and Transportation Policy Sec 715-01](#)

HSSOE Traveler Guidelines

These guidelines are not meant to be a comprehensive overview of UC travel policy. More information is available at <http://www.accounting.uci.edu/travel/>

Connexus, UC Managed Travel Program is recommended - [CONNEXXUS](#)

Payee Information	<ul style="list-style-type: none"> ▪ Non-US citizens and non-permanent residents provide a copy of your passport, I-94 and completed Certification of Academic Activity form (<i>email purchasing@eng.uci.edu to request a copy of the form</i>).
Airfare Receipt required	<ul style="list-style-type: none"> ▪ Economy or coach class only. ▪ Receipt must show ticket number, flight dates and times, and proof/method of payment. ▪ If travel extends more than 24 hours before and/or after direct University business, a comparison airfare via Connexus is required at the time of ticket booking. ▪ <i>Please identify and explain in the comments section any itinerary breaks or additions made for personal reasons*</i>
Hotel Receipt required	<ul style="list-style-type: none"> ▪ Itemized folio for domestic travel must show proof/method of payment. ▪ If meals are included on a folio, they should be separated and moved to the Meal Log. ▪ The domestic lodging cap is \$275 per night (before taxes and fees). ▪ Per Diem rates for foreign lodging can be requested. See rates published by location by the US Dept. of State.
Rental Car Receipt required	<ul style="list-style-type: none"> ▪ Companies with UC contracts should be used for business travel: Enterprise, National, Hertz, Dollar and Thrifty. ▪ Additional rental car insurance purchased for CONUS travel will not be reimbursed. CDW, LDW, and SLI insurance coverage is included in UC contract rates. ▪ Receipt must show proof/method of payment and mileage out/in. ▪ Up to Intermediate class vehicle only. ▪ Upgrades and add-ons such as GPS rentals are not reimbursable.
Meals	<p>DOMESTIC</p> <ul style="list-style-type: none"> ▪ Request meal reimbursement via Meal Log (Daily Max-\$62) ▪ 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. ▪ If meals are included as part of registration, they should be included on the Meal log <p>INTERNATIONAL</p> <ul style="list-style-type: none"> ▪ Per Diem rates for meals can be requested. See rates published by location by the US Department of State.
Transportation	<ul style="list-style-type: none"> ▪ 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. Price comparisons are needed if it appears that a more expensive mode was used, such as <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> ▪ 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 shall ordinarily be computed between the traveler's headquarters and the common carrier or destination** ▪ Mileage reimbursement rates: \$0.548 for travel that occurred after January 1, 2019

***Indirect or Interrupted Itineraries**

Obtaining advance approval is suggested when a traveler takes an indirect route or interrupts travel by a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. The cost comparison should be based on what UC would have paid, which can be obtained by a Connexus-related travel agency prior to or at the time of booking the trip. Any resulting excess travel time will not be considered work time, and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

**Mileage shall ordinarily be computed between the traveler's headquarters 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 during a regularly scheduled day off.

Please print name/Signature: _____

Date: _____

UCI Corporate Card Program

Benefits:

- **Travel Expenses:** Any business travel related expense can be charged to the UCI Corporate Travel card such as airline tickets, hotel reservations, conference registrations, car rentals, and even meals.
- **Business Meetings or Events:** Expenses related to events or business meetings which may include food, supplies, or materials.
- **Easier Reimbursements:** UCI's financial systems can apply your eligible reimbursement amount directly to the card account and no payment would be required from a traveler.
- **Track Expenses:** The card provides a ready resource to track travel expenses—as long as the traveler remembers to charge only UCI travel related expenses to the account.
- **Foreign currency conversion:** Automatic foreign currency conversion for your International travel reimbursements.
- **Widely Accepted:** The UCI Corporate Travel card is maintained by U.S. Bank Visa and is widely accepted worldwide.
- **Security:** Cardholders will not have to carry large amounts of cash when they travel.
- **Common Carrier Insurance:** This program provides Common Carrier Insurance when the entire fare has been charged to your UCI Corporate Travel card.
- **Lost Luggage Assistance:** baggage claim assistance when your luggage is lost or damaged by the common carrier

Corporate Card Reminders:

- A traveler still must submit an expense reimbursement and provide required receipts and account number to avoid late fees. [SOE forms found here](#)
- Cardholders are responsible for paying off non-reimbursable expenses.
- Full Statement Balance is due at the end of each billing cycle. Billing cycles end on the 23rd of each month.
- Late Fees are assessed if the account balance is not paid or not posted to your account within 60 days. Late fees are based on 2.5% of the entire past due balance. UCI does not cover late fees.
- Applications are found on the KFS Zot Portal under: Travel and Event Management-
<http://www.accounting.uci.edu/travel/before/travel-card.html>