

# 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/>

ConnexUC, UC Managed Travel Program is recommended - [CONNEXUC](#)

<b>Payee Information</b>	<ul style="list-style-type: none"> <li>Non-US citizens and non-permanent residents provide a copy of your passport, I-94 and completed Certification of Academic Activity form (<i>email <a href="mailto:purchasing@eng.uci.edu">purchasing@eng.uci.edu</a> to request a copy of the form</i>).</li> </ul>
<b>Airfare</b> Receipt required	<ul style="list-style-type: none"> <li>Economy or coach class only.</li> <li>Receipt must show ticket number, flight dates and times, and proof/method of payment.</li> <li>If travel extends more than 24 hours before and/or after direct University business, a comparison airfare via ConnexUC is required at the time of ticket booking.</li> <li><i>Please identify and explain in the comments section any itinerary breaks or additions made for personal reasons*</i></li> </ul>
<b>Hotel</b> Receipt required	<ul style="list-style-type: none"> <li>Itemized folio for domestic travel must show proof/method of payment.</li> <li>If meals are included on a folio, they should be separated and moved to the Meal Log.</li> <li>The domestic lodging cap is \$275 per night (before taxes and fees).</li> <li>Per Diem rates for foreign lodging can be requested. See rates published by location by the US Dept. of State.</li> </ul>
<b>Rental Car</b> Receipt required	<ul style="list-style-type: none"> <li>Companies with UC contracts should be used for business travel: Enterprise, National, Hertz, Dollar and Thrifty.</li> <li>Additional rental car insurance purchased for CONUS travel will not be reimbursed. CDW, LDW, and SLI insurance coverage is included in UC contract rates.</li> <li>Receipt must show proof/method of payment and mileage out/in.</li> <li>Up to Intermediate class vehicle only.</li> <li>Upgrades and add-ons such as GPS rentals are not reimbursable.</li> </ul>
<b>Meals</b>	<p><b>DOMESTIC</b></p> <ul style="list-style-type: none"> <li>Request meal reimbursement via Meal Log (Daily Max-\$79)</li> <li>Do not request a flat daily rate - there is no per diem rate for domestic travel. Use actual expense amounts.</li> <li>No meal reimbursements for travel less than 24 hours.</li> <li>If meals are included as part of registration, they should be included on the Meal log</li> </ul> <p><b>INTERNATIONAL</b></p> <ul style="list-style-type: none"> <li>Per Diem rates for meals can be requested. See rates published by location by the US Department of State.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>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"> <li>Use of personal car vs. airfare</li> <li>Use of car service vs. shuttle or taxi</li> </ul> </li> <li>Original receipts showing proof/method of payment are required for expenses over \$75.</li> </ul>
<b>Mileage for Personal Vehicle</b>	<ul style="list-style-type: none"> <li>You are required to have liability insurance to request mileage reimbursement.</li> <li>Fuel costs are factored into mileage rates, so fuel cannot be reimbursed in addition to mileage reimbursement</li> <li>Mileage shall ordinarily be computed between the traveler's headquarters and the common carrier or destination**</li> </ul>

## \*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 ConnexUC-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.