



TRAVEL REIMBURSEMENT GUIDELINES

GENERAL

- [Travel form](#) and scanned receipts should be submitted within **5** days of the trip end date via email to Jenifer Baho (bahoj@uci.edu) or dropped off at the dept office – MH3205. Per UC travel regulations, reimbursement requests must be submitted **to Accounting within 45 days of the trip end date**. If you have miss this deadline, the reimbursement will be **delinquent**, and an explanation will be required. Please explain on your travel form why the reimbursement request is late.
- **Registration and memberships** should be paid for by PALCard. If your lab does not have a PALCard holder, contact Cecilia Arceo (carceo1@uci.edu); she will use hers to pay.
- Do not pay for another person's travel – including airfare, lodging, registration, meals, etc. All receipts must show proof of purchase (credit card number or cash payment noted).
- If receipts are in a currency other than the US dollar, use [the OANDA currency converter](#) and use the conversion rate on your first day of travel for all days. Print out conversion rates and attach them to the reimbursement form. If you paid with your credit card and the credit card statement shows the conversion rate and lists the dollar amount for the travel expense, you can attach the statement to the reimbursement form and not use the currency conversion site.

AIRFARE

- Economy or coach class only.
- Receipts must show **ticket numbers**, flight dates and times, and proof/payment method.
- If travel extends more than 24 hours before and after direct University business, a comparison airfare via Connexus or airline is required *at the time of ticket booking*. UCI will reimburse the lower amount if travel with personal days is higher.
- Please identify and explain any itinerary breaks or additions made for personal reasons in the comments section.

LODGING

- An itemized folio showing proof/payment method is required for domestic and international travel.
- To be sure to get a folio, check out at the front desk and request a copy of the guest folio.
- If you booked your reservation on a site such as *hotels.com* or *Expedia.com* and paid upfront, the hotel may not provide you with a guest folio at checkout. If this is the case, submit your credit card statement showing the amount charged for the hotel stay and the payment confirmation email that lists the amount billed to your credit card, the room and tax rate, and the reservation details.
- The domestic lodging cap is **\$333** per night (before taxes and fees).
- If you cannot find a hotel for that price, include a price comparison of the area with your reimbursement.
- International lodging reimbursement is based on actual lodging receipts up to Per Diem rates based on location by the US Dept. of State: [US Department of State | Home Page](#)
- Personal expenses, such as in-room movies and health club fees, are not reimbursable.



- If parking at a hotel, reimbursement will **not** cover **valet** parking if self-park is available.

CAR RENTAL

- You should use companies with UC contracts for business travel: Enterprise, National, Hertz, Dollar, and Thrifty.
- Original paid receipt and contract showing car type, mileage used, and pick-up/drop-off dates.
- Upgrades above intermediate class and add-ons such as GPS rentals are not reimbursable.
- If you are using surface transportation instead of air travel, please be aware that it should not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier. Your reimbursement for surface transportation will be the equivalent of a flight cost.
- DO NOT purchase collision damage waiver (CDW) or liability insurance coverage in the US or Canada.
- DO purchase insurance coverage in a foreign country.

MILEAGE

- 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.
- Provide a map showing the distance between the traveler's headquarters and destination, including miles. Mileage is reimbursed at a rate of .655/mile.

MEALS

- Do not request a flat daily rate - the department does not use a per diem rate. Use actual expense amounts.
- Original total charge and *itemized* receipt showing the order is required (no check stubs).
- Alcohol is not covered under state funds or grants. Alcohol, *plus* proportionate tax and tip, is not reimbursed.
- Maximum daily meal allowance for domestic travel is \$92/day. International maximum is based on location: [US Department of State | Home Page](#)
- If you are dining with other travelers, please request separate receipts.
- You cannot pay for other travelers and get reimbursed for the group. The only exception would be a business meeting, which requires justification (invite/agenda) and a list of attendees.

INCIDENTALS - Out-of-Pocket Expenses

- Original receipt required for any item (i.e., taxis, gas, parking, tolls, baggage handling, etc.). Department Policy.

For complete travel guidelines, please visit: <https://www.accounting.uci.edu/travel/>