

**UC Cooperative Extension UC CalFresh
Fresno/Madera Counties Manual
Travel Policies and Expectations**

1. Overnight Travel UC ANR Policy on Overnight Travel can be found here:
<http://policy.ucop.edu/doc/3420365/G-28>
 - a. Corporate Card: Refer to the travel and entertainment sheet that can also be found here:
http://afs.ucdavis.edu/our_services/travel-e-entertainment/te-visa/index.html
 - i. When travelling out of the county and staying overnight we use a corporate card for purchases.
 - ii. These purchases must follow the travel reimbursement policy for UC CalFresh.
Purchases include:
 1. Hotel
 2. Car rental
 3. Food
 4. Gas
 - b. Travel Reimbursement Policy for UC CalFresh: Refer to the UC CalFresh NEP Program Directive 2016-01
 - i. Meals and Incidentals: The UC policy for meal reimbursement states that for each full 24-hour period of travel which includes overnight accommodations, employees may claim a daily meal maximum of \$71.
 - ii. Lodging: When reserving a hotel room, you must follow the state rate: All California counties are reimbursed at actual expenses up to \$90 per night plus tax if they are not listed below:
 - Napa, Riverside and Sacramento Counties - actual expense, supported by a receipt, up to \$95 per night, plus tax
 - Los Angeles, Orange and Ventura Counties and Edwards Air Force Base, excluding the City of Santa Monica
 - actual expense, supported by a receipt, up to \$120 per night, plus tax
 - San Diego, Monterey, Alameda, San Mateo, Santa Clara Counties - actual expense, supported by a receipt, up to \$125 per night, plus tax
 - San Francisco County and the City of Santa Monica - actual expense, supported by a receipt, up to \$150 per night, plus tax
 1. Be aware of the cancellation policy when reserving hotel rooms. If you will be unable to attend an overnight training remember to cancel your room as to not be charged.
 - c. Renting a car: Refer to rental car info page, also found online here:
http://safety.ucanr.edu/Programs/Business_Travel/Rental_Car_Info/
 - i. When renting a car do not get the additional insurance, the university maintains contracts with car rental agencies that include vehicle liability and collision insurance as part of the rental rate.
 - ii. Use the ID numbers provided on the rental car info page when making reservations.