



# REQUEST FOR PRE-APPROVAL OF TRAVEL OF \$1,500 OR MORE

DATE: \_\_\_\_\_

**You must complete and submit this form and the request must be approved BEFORE travel arrangements are made (see instructions on page 2).**

Department Name: \_\_\_\_\_ Division Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Traveler's Name: _____	Estimated Air or Train Fare: \$ _____
Destination: _____	Estimated Meals and Lodging: \$ _____
Dates: _____	Estimated Car Rental: \$ _____
	Estimated Mileage: \$ _____
<b>*Attach invitation or meeting/conference agenda.</b>	Estimated Other Expenses: \$ _____
_____	Conference or Training Fees: \$ _____
_____	<b>ESTIMATED TOTAL COST: \$ _____</b>
	Department Code: _____ FAU: _____

**Justification of Critical-Need Travel:**

**TO TRAVELER** Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO SUPERVISOR** Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ANR BUDGET OFFICE REVIEWER:** \_\_\_\_\_ Date: \_\_\_\_\_

Funding Capacity:  Department Has Sufficient Capacity  Unrestricted Funding

Restricted Funding

Comments/Explanation:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Jennifer Bunge, Director ANR Budget*

**TO DEPARTMENT OR DIVISION HEAD** Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Barbara Allen-Diaz, Vice President

William Frost, Associate Director

Jan Corlett, Chief of Staff

## ANR EXEMPT FROM OP PREAPPROVAL

## INSTRUCTIONS FOR PRE-APPROVAL OF TRAVEL OF \$1,500 OR MORE

This form must be used to request pre-approval of travel with estimated TOTAL COSTS of \$1,500 or more. Pre-approval must be secured before travel arrangements are made, unless under extraordinary or emergency circumstances.

- a. The Preparer completes the form in its entirety, **making sure the request is within policy guidelines**. See attached Travel Policy Highlights.  
**Required supporting documents: Attach invitation and/or meeting/conference agenda.**
- b. The Preparer submits the form to the Traveler for review and signature.
- c. The Preparer submits the form to the Department\* or Division Head\*\* for review and approval.
  - i. If the Traveler is the Department Head, the Preparer submits the form to the Division Head for signature.
  - ii. If the Traveler is the Division Head, go the next step.
- d. The Preparer submits the form to the ANR Budget Office for budgetary review.
- e. The ANR Budget Office will review the form and if funding is verified, send the form to the appropriate Department Head for pre-approval.
- f. Department Head will review the request and a signed copy of the Pre-Approval Form will be returned via email to the Preparer.
- g. If pre-approval is granted, the requesting Department can then proceed with making travel arrangements.
- h. Once travel receipts are submitted, the Business Resource Center or UCLA Accounting will verify that pre-approval was granted prior to authorizing reimbursement. To expedite this process, include a copy of this Pre-Approval Form with any receipts submitted for reimbursement.

\* The Department Head is defined as the person at the level of Vice President, Associate Vice President, or Assistant Vice President.

\*\* The Division Head is defined as the person at the level of Executive Vice President or Senior Vice President.

***Note:*** Training costs should be included with travel information (if attending the training involves travel). There is no separate form for trainings, and at this point, training fees are not being counted as purchases.

# Travel Policy Highlights

The full Travel Policy for all official University of California travel can be found in Business and Finance Bulletin G-28: <http://www.ucop.edu/ucophome/policies/bfb/g28.pdf>. All official travel shall be properly authorized, reported, and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the University.

## **Pre-Approval:**

Travelers may not pre-approve their own travel or have it approved by an employee who reports to the traveler. Written pre-approval should be obtained from the traveler's supervisor.

## **Corporate Travel & Entertainment Cards**

Corporate T & E Cards may only be used for business travel and entertainment expenses, i.e. lodging, subsistence, cash advances for legitimate expenses. Receipts for all expenses are required.

## **Transportation**

The most economical mode of travel and the most commonly traveled route are required to be used. Transportation tickets should be bought in advance in order to obtain discounts. All tickets should be purchased using the Connexus<sup>®</sup> Travel Program, UC's Travel Management Program.

Expenses for travel between the traveler's residence and headquarters are not allowed.

Mileage expenses are allowed between the traveler's residence and the common carrier or destination of the business travel if the travel occurs before or after the traveler's working hours, or during a regularly scheduled day off.

## **Air Travel**

The traveler should use economy or discounted class airfare. Exceptions to this policy are listed in G-28.

## **Mileage Reimbursement Rate**

Standard rate: 55.5¢ per mile, as of January 1, 2012. This rate is set by the IRS and usually changes every January. Refer to G-28 for the standard rate, relocation mileage rate and/or rate for travelers with special disabilities.

## **Surface Transportation Used in Lieu of Air Travel**

With advance approval surface transportation may be used in lieu of air travel if the cost does not exceed the regular coach airfare plus transportation costs to and from terminals.

## **Rental Cars**

If renting a car is cheaper than taking a taxi, a car should be rented. Travelers are expected to use rental agencies with which the University has contracts that include insurance coverage. Compact or economy cars should be requested and should be reserved through Connexus<sup>®</sup> Travel to ensure bookings with UC insurance coverage. Charges for additional insurance are not allowable. Vehicle rental charges billed directly to the University are not authorized.

### **Miscellaneous Automobile-Related Expenses**

Charges for ferries, bridge tolls, tunnels, toll roads, or parking may be claimed by the traveler if the expense is related to the business travel.

### **Subsistence Expenses: Lodging, Meals, Incidental Expenses (tips, registration fees, fees for service, etc.)**

- **Travel of Less than 24 Hours**

Meals and incidental expenses will not be reimbursed unless the travel includes an overnight stay. An itemized lodging receipt is required if the traveler has an overnight stay. With an overnight stay, the maximum reimbursement for meals and incidental expenses is \$64 and is based on actual costs. (See G-28 for exceptions.)

- **Travel of Less than 30 Days**

For travel within the Continental United States meals and incidentals will be reimbursed up to \$64/day. The \$64/day shall not be treated as a per diem but is based on actual costs. Lodging expenses must be supported by itemized receipts. See G-28 for travel outside the Continental U.S.

- **Travel of 30 Days or More** – Please see the G-28 for reimbursement criteria.

### **Travel Insurance**

All University employees are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on an official University business trip.

When private vehicles are used on University business, the appropriate campus official is responsible for requiring that employees have adequate liability insurance coverage. (See G-28 for minimum coverage.)

### **Reporting Travel Expenses**

A Travel Expense Voucher (Form U85 or equivalent) must be submitted to the campus accounting office within 21 days of the end of the trip.

For trips over 90 days, a quarterly report of expenditures must be submitted.

Except for direct billing arrangements that have been approved in advance, a Voucher must be processed even if no reimbursement is due the traveler.

Receipts are required for:

- All airline expenses;
- All itemized lodging expenses for domestic travel;
- All rental car expenses, itemized;
- All miscellaneous and incidental expenses of \$75 or more and must be itemized;
- All gifts provided to a host costing \$25 or more.

The traveler must sign the Travel Expense form certifying that the amounts claimed are true. The Voucher must be approved for payment by the traveler's department head or a person designated to do so. Approving expenses online through Express constitutes an electronic signature and are allowed.