

TRAVEL EXPENSE INFORMATION

It is preferred that candidates make their own travel arrangements and then work with the ANR Business Operations Center (BOC) for reimbursement. Please use the [BOC Travel Expense Worksheet](#) to request reimbursement. Please submit your request for reimbursement within 21 days of completion of your trip.

Transportation

- Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip.
- Travelers may use surface transportation even though air travel is the appropriate mode of transport, however reimbursement shall not exceed the cost of airfare. 2019 mileage rate is .58 per mile.
- For air travelers, a strong business purpose is required for not flying coach. Please check with the BOC before booking non-coach travel to determine if the purpose is valid.
- International Travel – Traveler shall cover expenses incurred for international travel. Airfare and ground transportation will be reimbursed by ANR only from the nearest U.S. city (nearest to the country where the traveler has departed from) to the interview location.
- If you are a University of California Employee, you are encouraged to use [Connexus Travel](#).

Packages

- **Travelers should not use bundled travel packages (e.g. through Expedia) that do not itemize the trip expenses (lodging vs. airfare vs. rental car) separately. Bundled expenses that are not itemized cannot be reimbursed.**

Points Used Toward Purchase

- Travelers should not use their acquired travel points when purchasing airline tickets, since you will not be reimbursed for your ticket if you use this method. This includes using it for any discount provided by the use of points (i.e. if points provided you a free flight, UC ANR would not reimburse you the cost of the original ticket and/or any portion the points discount provided).

Car Rental

- The University has Agreements with the following car rental companies, please quote the agreement number when making the reservation. Loss Damage Waiver (LDW) and liability insurance is covered at no additional cost with these agreements and the University will not reimburse for additional insurance:
 - Hertz – 1-(800) 654-3131 UC Davis ID 72104
 - Enterprise/National – 1-800-RENT-A-CAR UC Davis ID XZ30C01
- If renting a car from a company other than Hertz or Enterprise/National the University will reimburse LDW insurance only.
- A strong business purpose is required for renting larger than a compact/economy. Please check with the BOC before renting a non-compact/economy car to determine if the purpose is valid.

Meals

- Meal expenses are allowable if there is a requirement for overnight lodging. Only actual meal expenditure will be reimbursed up to a maximum of \$74 per day, which includes both meals and tips. Meal expenses must be supported by receipts. Alcohol is not reimbursable.

Travel Insurance

- Purchase of travel insurance is not reimbursable.

Receipts

- All receipts are required and must be itemized. Bank statement or itinerary cannot be accepted. Receipts must show form of payment.

Mail or email your completed [BOC Travel Expense Worksheet](#) to the BOC along with PDF of all receipts and a copy of your interview invitation letter.

If you have questions, please email bocd@ucanr.edu or call (530) 750-1299

8/21/17

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