

PPM 212: Appendix I – Travel Procedures

Appendix to UC ANR Policy and Procedure Manual Section Number and Title:	Section 212, Travel
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Important Notes:

1. For links to referenced documents see “Useful Websites” at the end of this document.
2. Procedures apply only to expenses covered with funds held in “L” (UC Davis) accounts. For travel supported with “M” funds (UC Office of the President or “UCOP”), follow UCOP procedures.

3. UC's travel policy is lengthy and complex. This Appendix covers frequently requested, general information. For additional information contact the Business Operations Center (contact information shown on page 1 above).

I. KEY CONCEPTS/FAST FACTS

- A. Employees will make travel plans that minimize UC costs, always using:
1. The most economical mode of travel, and
 2. The most usually traveled route consistent with the authorized purpose of the trip.
- B. All travel should be booked through ConnexUC, using AggieTravel. ConnexUC is an online travel booking portal developed for UC travelers to plan and book their travel.
- C. For all domestic travel, only actual expenses will be reimbursed (not to exceed the maximum amounts allowed by UC policy); per diem reimbursement is not allowed.
- D. Receipts are required for all expenses of \$75.00 or more.
- E. An AggieTravel expense report for reimbursement must be submitted within 45 days of the completion of the trip. Expense reports submitted after 60 days of the trip end date will be reported as taxable income to the employee.
- F. When a UC ANR employee travels to an alternate work location for official UC ANR business (e.g., to attend a meeting, to confer with a client, to conduct a field research activity, or to teach a class, etc.), the employee may be reimbursed for the number of personal vehicle miles driven in excess of their normal commute to the primary work location as follows:
- Number of miles from employee's residence to alternate work location
- Less number of normal commute miles from the employee's residence to primary work location
- = Equals total number of reimbursable miles
- G. Employees may not use their acquired travel points or credits when purchasing any element of their trip, including airline tickets, and will not be reimbursed for tickets purchased using travel points. This includes any discount provided by the use of points (i.e., if points provided a traveler a free flight, UC would not reimburse the employee for the cost of the original ticket, and/or for any portion the points discount provided).
- H. Employees may not be reimbursed for expenses paid on behalf of other persons, unless group leader status has been approved in advance.

II. UC TRAVEL AND ENTERTAINMENT CARD

- A. Employees who travel, even if only occasionally, should use a travel and entertainment card in accordance with UC policy and to minimize out-of-pocket expenses. When reimbursement is requested correctly and in a timely manner, the UC Davis AggieTravel system will pay the travel and entertainment card account directly, thereby reducing cost as well as administrative burden. A travel and entertainment card may be obtained by completing the on-line application found at the website shown below in “Useful Websites and Links.”
- B. The travel and entertainment card may be used for official UC travel and entertainment expenses only; it may not be used for personal expenses.
- C. The travel and entertainment card is a personal credit card issued in the name of the individual employee. Statements are issued to the employee and are due and payable in full each billing period. When reimbursement is requested correctly and in a timely manner, the UC Davis AggieTravel system will pay the travel and entertainment card account directly however, the travel and entertainment card holder is personally responsible to assure that full payment is made in a timely manner.
- D. Travel and entertainment card holders should save all travel receipts, as records of the exact amounts spent are needed to ensure that the correct amount is paid to the associated account. Card statements should also be saved and reviewed to ensure that all expenses for which reimbursement is requested are properly accounted for.

III. BOOKING TRAVEL

- A. Book all travel using ConnexUC via AggieTravel. When booking through ConnexUC airfare may be charged directly to UC, to a personal credit card, or to a travel and entertainment card. For everything else, employees will need a personal credit card or a travel and entertainment card to make reservations.
- B. Travel packages typically do not provide sufficient receipt details to satisfy reimbursement requirements. Do not book a package that bundles airfare, hotel, car rental, and/or other trip expenses unless it is confirmed beforehand that an itemized receipt for each type of expenses will be provided. Without the proper detail, reimbursement will not be made.

IV. BUSINESS TRAVEL ACCIDENT INSURANCE

- A. Booking travel using ConnexUC through AggieTravel will ensure coverage of UC Travel Insurance in the event of a medical emergency, natural disaster, or other incident requiring transport or evacuation. Those on official UC business are provided insurance coverage for a wide variety of accidents or incidents that may

occur while away from their primary workplace.

1. Trip coverage is automatic for travel arrangements made through ConnexUC using AggieTravel.
2. Trip coverage is not automatic for travel arrangements made outside of ConnexUC, or for travel outside the U.S. (See “Useful Websites” below for a link to UC ANR Environmental Health and Safety webpage on *Business Travel Insurance & Trip Planning*. Those trips must be registered manually as described on that webpage.)
3. Travelers on unregistered trips will not be able to access insurance, emergency medical, or other services.
4. The purchase of personal travel insurance is not reimbursable.

V. ADVANCES

A. Cash Advances

Cash advances are travel related payments made before a trip begins. They should be used only sparingly. Note: Airfare is not permitted as a cash advance, except by exception request. All airfare for UC travel should be booked through ConnexUC using AggieTravel, which permits direct billing to UC.

1. Cash Advances **with** a Travel and Entertainment Card
 - a. Travel card cash advances are issued from any major bank’s ATM or teller using the travel and entertainment card and associated PIN. There is a 2.5% or \$2 minimum/\$10 maximum fee for each cash advance. The cash advance limit is generally 20% of the card limit.
 - b. Cash advances on the travel and entertainment card are allowed when:
 - The travel requires special handling, such as foreign travel, group travel for athletics, bowl games, student groups, etc., or
 - The advance is needed within two weeks, or
 - The employee has paid an expense out of pocket and cannot wait until after the trip to be reimbursed.
2. Cash Advances **without** a Travel and Entertainment Card
 - a. Use the AggieTravel Request to submit a cash advance request.
 - b. Cash advances are allowed to employees within 30 days of the trip/event start date or if the expense has already been paid, and one of the following is true:
 - The travel requires special handling, such as foreign travel, group

travel for athletics, bowl games, student groups, etc., or

- The advance is needed within two weeks and traveler does not have a travel and entertainment card
- The traveler is required to apply for a travel and entertainment card.

B. Non-Cash Advances (Prepayment of Travel Expense)

Prior to the start of the trip the travel and entertainment card may be used to pay for approved travel expenses (e.g., airfare, registration fees, etc.). To do so complete an Advance Payment in AggieTravel.

VI. TRAVEL REIMBURSEMENT

- A. Request reimbursement by submitting a travel expense and reimbursement request (“expense report”) in AggieTravel.
- B. Reimbursement is made only after the trip is completed.
- C. An expense report must be submitted within 45 days of the completion of the trip. Expense reports submitted after 60 days of the trip end date will be reported as taxable income to the employee.
- D. Employees must track all travel expenses and only claim reimbursement for the actual amount spent.
- E. An expense report must be processed after each trip, even if no reimbursement is due to the traveler (e.g., the only expense was airfare paid directly by UC).
- F. Scanned copies of all receipts in excess of \$75 must be attached to the AggieTravel expense report.

1. Missing Receipts

If receipts are required but cannot be obtained or have been lost, a statement to that effect, giving the reason for the unavailability or loss, shall be made as a part of the AggieTravel expense report. In this event the AggieTravel: *Declaration of Missing Receipt* form must be completed. In the absence of satisfactory explanation, reimbursement in the amount of the missing receipts may be disallowed.

VII. ACTUAL VERSUS PER DIEM RATES

- A. For travel within the continental US (“CONUS”), UC makes reimbursement of actual expenses, and does not pay per diem rates.
- B. For foreign travel, including travel outside the continental US (“OCONUS”), UC makes reimbursement in accordance with the per diem rates prescribed in

AggieTravel. For OCONUS trips, AggieTravel performs the conversion to US dollars.

VIII. GROUND TRANSPORTATION

A. General Principles

1. Transportation expenses will be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip.
2. Employees may use ground transportation even though air travel is the appropriate mode of transport, however reimbursement shall not exceed the cost of airfare.
3. When a UC ANR employee travels to an alternate work location for official UC ANR business (e.g., to attend a meeting, to confer with a client, to conduct a field research activity, or to teach a class, etc.), the employee may be reimbursed for the number of personal vehicle miles driven in excess of their normal commute to the primary work location as follows.

Number of miles from employee's residence to alternate work location

- Less number of normal commute miles from the employee's residence to primary work location

= Equals total number of reimbursable miles

4. When on travel status, mileage from an employee's home to a common carrier (airport or train station) when beginning or ending a trip may be reimbursed if it exceeds commute mileage.
5. When requesting reimbursement, if the AggieTravel expense report documents the mileage for two or more trips (e.g., a monthly request) a completed AggieTravel mileage log must also be submitted.

B. Privately-Owned (Personal) Vehicles (Mileage)

1. Reimbursement will be made based on the reimbursement rate shown in AggieTravel (see *Useful Websites* below for link to reimbursement rate).
2. Before using a privately owned vehicle for UC business, employees should review UC ANR Policy and Procedure Manual Section 210, *Insurance*.
3. Use of privately owned motorcycles or motor-driven cycles is not permitted.

C. UC-Owned Vehicle

1. Reimbursement will not be made for the use of a UC-owned vehicle.
2. Before using a UC-owned vehicle for UC business, employees should review Business & Finance Bulletin BUS-46, *Use of University Vehicles*.

D. Rental Vehicle

1. Reimbursement will be made based on actual expense. Submittal of original receipts is required.
2. Employees will book all rental vehicles through ConnexUC via Aggie Travel.
3. A strong business purpose is required for renting a car larger than a compact/economy/intermediate size. Check with the Business Operations Center in advance to determine if the proposed purpose will be adequate.
4. Transportation by rental vehicle is encouraged when it is more economical than the use of other means of transportation.
5. For domestic vehicle rentals, loss damage waiver (LDW) insurance is included when using approved UC car rental agencies and additional insurance should not be purchased and is not reimbursable. However, UC travelers should purchase additional CDW/LDW/SLI insurance when renting vehicles in foreign countries.
 - a. If a car is rented from a non-approval car rental agency, optional insurance expenses will not be reimbursed.
6. Employees will charge rental vehicles to their travel and entertainment card (if they have one), and to their personal credit card if they do not; or they may pay with cash. Employees will not be reimbursed if they pay in part or whole with credits earned from prior personal travel.

E. Railroad, Bus, Streetcar, Taxicab, Shuttle, etc. (“Common Carrier”)

1. Transportation by railroad, bus, streetcar, taxicab, shuttle, and similar means is allowable when it is more economical than the use of other means of transportation.

IX. AIR TRANSPORTATION

- A. Employees will book all flights through ConnexUC using Aggie Travel.
- B. The cost of airfare should be the lowest available commensurate with the requirements and itinerary of the trip. Requests for airfare upgrade exceptions may be made by submitting the *Airfare Upgrade Exception* form. Check with the Business Operations Center in advance to determine if the proposed reason for not flying coach/lowest fare will be adequate.

- C. Employees may elect to drive to their destination in lieu of taking a flight. However, subsequent reimbursement will be limited to the cost of the most economical airfare plus transportation to and from the terminals.
- D. Employees may not use their acquired travel points or credits when purchasing any element of their trip, including airline tickets, and will not be reimbursed for tickets purchased using travel points. This includes any discount provided by the use of points (i.e., if points provided a traveler a free flight, UC would not reimburse the employee for the cost of the original ticket, and/or for any portion the points discount provided).
- E. Employees will charge flights to their travel and entertainment card (if they have one), and to their personal credit card if they do not.
- F. Airfare is reimbursed based on actual expense and original receipts are always required.

X. LODGING

- A. Employees will book all lodging through ConnexUC using AggieTravel.
- B. Employees will choose lodging with economy in mind, adhering to UC's daily allowances. The domestic maximum nightly rate is \$275 (not including taxes and fees).
- C. Employees will charge lodging to their corporate card if they have one, and if doing so is feasible; and to their personal credit card if it is not.
- D. Lodging with a Relative/Friend

Employees lodging with a friend or relative for a stay of any duration may be reimbursed for a gift to their host in lieu of commercial lodging expenses. Reimbursement may not exceed \$75 and a supporting receipt is required. Limit is one gift per stay (not one gift per night).
- E. Lodging at a Non-Commercial Establishment

Employees lodging in a non-commercial establishment including but not limited to cabins, house trailers, and field camping is allowable.
- F. Lodging at Commercial Establishment on Long-Term Basis

Employees lodging in a commercial establishment for a stay of 30 or more consecutive days should seek accommodation with a commercial establishment that caters to the long-term visitor and provides correspondingly economical

rates. This includes Airbnb and similar non-hotel options which can be accessed through AggieTravel in the ConnexUC portal (under “Book Online”).

G. Reimbursement for Lodging Expenses

Lodging expenses are reimbursed based on actual expense and an original itemized hotel bill showing a zero balance is required. Such proof of payment by the employee must show the form of payment made. Itineraries and/or credit card receipts are not acceptable.

XI. MEALS AND INCIDENTAL EXPENSES (M&IE)

A. Reimbursement of actual meal expenses is permissible if at least one overnight stay is necessary. Meal reimbursement is not allowable for trips not involving an overnight stay.

1. An exception may be allowed for meals that are part of an event but not covered by event fees if an original receipt is submitted along with a copy of the event agenda. Consult the Business Operations Center for further information.

B. Employees will be budget-minded in selecting dining establishments and/or in incurring incidental expenses.

C. Only actual meal expenditures (including tips and tax) will be reimbursed up (not a per diem). Total meal expenditures for the day may not exceed the allowable per diem rate.

D. Meal expense reimbursement requests in excess of \$75 exceed the allowable per diem rate. As such, and as with all expenditures of \$75 or more, they must be supported by receipts. Reimbursement in excess of the per diem rate will be made only if exceptional approval is granted as described in Policy and Procedure Manual Section 212, *Travel*, item IV, *Compliance/Responsibilities*.

E. Reimbursement of alcoholic beverages is not allowed.

F. Reimbursement of the actual cost of incidental purchases of materials and/or supplies directly related to the trip is permissible.

G. To the extent feasible and possible, employees will charge M&IE to their travel and entertainment card.

XII. FOREIGN TRAVEL

A. When processing travel documentation for foreign travel, the foreign per diem rates should be observed.

B. The employee shall cover expenses incurred for international travel. Appropriate

expenses will later be reimbursed with appropriate documentation.

- C. Consult with the Business Operations Center (contact information on page 1 above) before embarking on international travel.

XIII. GROUP TRAVEL

- A. In accordance with UC policy, one UC traveler may not pay the expenses of another traveler unless they have been designated as a “group leader”; an individual designated as a group leader may incur travel costs on behalf of others. The Business Operations Center is empowered to designate specific UC ANR employees as having group leader status. To request group leader status, complete the *Group Travel Request* form and submit it to the Business Operations Center. Group trips must include the full names of all participants.
- B. A group leader oversees a group of travelers, with the authority to pay another person's travel expenses. Group leader authorization is not simply for the convenience of submitting one travel voucher for multiple travelers. Several co-workers traveling to the same location is *not* group travel, as employees are typically expected to pay their own travel expenses.
- C. The group leader should book all airfare and lodging for the group via ConnexUC using AggieTravel.
- D. Meals or ground transportation can be paid by individual participants or paid by the group leader. Group leaders should utilize a travel and entertainment card to pay group expenses whenever possible.
- E. Upon submittal of all required original receipts and reports for the group, the group leader will be reimbursed appropriately.

XIV. USEFUL WEBSITES

- [AggieExpense](#)
- [BOC Request for Prepayment of Travel Expense Form](#)
- [UC Davis Airfare Upgrade Exception Form](#)
- [UC Davis Travel and Entertainment Card On-line Application](#)
- [List of UC Davis-Authorized Car Rental Agencies](#)
- [List of UC Davis-Authorized Hotels](#)
- [Maximum Allowable Hotel Rates](#)
- [Meal and Incidental Expense Per Diem Rate \(Maximum Allowable Meal Rate\)](#)
- [Mileage Reimbursement Rate](#)
- [AggieExpense Mileage Log](#)
- [Declaration of Missing Receipt Form](#)
- [UC ANR Environmental Health and Safety Business Travel Insurance and Trip Planning](#)
- [UC ANR Group Travel Request Form](#)
- [UCOP Business and Finance Bulletin G-28, *Travel Regulations*](#)
- [UCOP Business and Finance Bulletin BUS-46, *Use of University Vehicles*](#)
- [UC ANR PPM 210, *Insurance*](#)

XV. REVISION HISTORY

August 2022:

Format updated.