

University of California Travel Policies and Reimbursement Information

More information is online at [UC Davis Travel](#) or [UC Travel Policy G-28](#).

Travelers should make their own travel arrangements. If you are not able to make your own travel arrangements via ConnexUC. For UC Davis employees, that system is available in your AggieExpense portal. <https://supplychain.ucdavis.edu/travel-entertainment/travel/connexUC>

After the travel has taken place

- UC Davis travelers will process their travel directly using the UC Davis AggieExpense system.
- Non-UC Davis travelers will submit the form with receipts to their UC ANR Program Support.
- Be sure that your expenses are processed within 45 days (60 is the maximum) from the date of the expense. You may process airfare in advance of the event date.

Air

- 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.
- UC requires that travelers use coach class.
- Book ConnexUC and charge to the UC pre-populated credit card. You will receive an imported airfare expense that you must process in AggieExpense.

Lodging

Regardless of the length of time for business travel, the traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.

Ground Transportation

- The UC mileage reimbursement rate for personal vehicles is currently \$0.655 per mile.
- Travelers may use ground transportation even when air travel is the appropriate mode of transport; however, reimbursement will not exceed the cost of airfare. ***UC reimburses the most cost effective manner of travel.*** Justification to travel by ground may be if you are traveling with other employees by van to the conference. Traveling by ground with family members is not a justification to not use the most cost effective manner of travel.
- UC personnel will be reimbursed for mileage based from their headquarters unless travels takes place on a non-scheduled workday.
- Requests for mileage reimbursements must be accompanied by a Google map showing the total mileage from points A to B.

Car Rental

- **Use the UC Car Rental Contracts for best rates:** The University has agreements with the following car rental companies. Either use the UC Travel Portal for your campus or use the appropriate agreement number when making the reservation for UC business related car rentals. UC Davis IDs are:

Hertz-72104

Thrifty-request UC Davis's contract rate

Dollar-3072797

National and Enterprise-XZ30C01

- **Class of vehicle:** UC requires travelers to rent compact or economy. A strong business purpose is required for renting larger than a compact or economy car. For example, a van was needed to transport other employees to the event.

- **Insurance:** Do not purchase LDW and liability insurance, as it is covered at no additional cost with these agreements. The University will not reimburse for additional insurance. Be sure to rent under the UC contract. UC will not reimburse insurance expenses.
- **Using rental agencies other than contracted agencies:** If renting a car from a company other than National, Hertz or Enterprise, the only insurance that the University will reimburse is LDW insurance.
- **Be sure to take an agenda and this email with you when you check in to prove that you are traveling on UC business.** Some rental car outlets will ask for it.

Meals and Alcohol

- Meals ARE not covered if you are not staying overnight for an event
- Meal reimbursement may only be claimed for the amount of **actual expenses incurred** (not to exceed \$79 per day). Tips are included in the maximum per day allowance.
- Receipts are not required for meals.
- Travelers who appear to be treating the daily meal limit as a per diem, by claiming the full amount or another fixed amount on a repeated basis without additional justification, will be required to provide supporting receipts for future meal claims, in accordance with BFB G-28.
- Please deduct the cost of alcoholic drinks from expenses. Alcohol will not be reimbursed.

Incidentals

- Incidentals include tips and gratuity given to baggage carriers or train porters.
- Incidentals do not include purchasing of personal items, such as toothbrushes or soap.
- Incidentals do not include tips for housekeeping, which should be categorized as a lodging expense.
- The daily limit for meals and incidentals is \$79 (effective September 9, 2022).
- Receipts are not required for incidentals.

Receipts

- Receipts are required for expenses over \$75.
- Airfare receipts must indicate the traveler's name, departure and arrival times, trip location, and amounts.
- Receipts must include something showing form of payment, such as, check, credit card, etc.
- Bank statement or an itinerary cannot be accepted as a receipt.
- Lodging receipts must reflect a paid or zero balance.

UC Davis Employees: Please process your travel in AggieExpense using the account that was given to you.

Non-UC Davis Employees:

Work with your business or account manager to have them enter your travel into the AggieExpense system as a non-employee traveler.

Questions: Please contact your business manager with questions. If you still have questions, contact [UC ANR Program Support Unit](#), 2801 Second Street, Davis, CA 95618, 530-750-1361.

Travel form for non-UC travelers: [//ucanr.edu/sites/PSU/files/368495.xlsx](https://ucanr.edu/sites/PSU/files/368495.xlsx)