



University of California Travel Policy

This flyer explains how to adequately substantiate the most common trip expenses so you can quickly complete a Travel Request Form or travel worksheet upon your return to request reimbursement. Your primary resource for business travel information is Travel and Entertainment Services at <http://controller.berkeley.edu/travel/index.htm>.

Business Travel Insurance

When traveling on official University business, employees and students are **covered worldwide, 24 hours a day, for a wide variety of accidents and incidents**. Registration information will verify eligibility to the insurance company in the event a traveler needs to use any benefit, request travel assistance services, or submit a claim.

What you need to

If you book travel directly through Connexus, insurance coverage is automatic. If you do not book through Connexus, you must register for insurance before each departure and get a new confirmation before each trip. Insurance forms can be found on Connexus under the insurance tab. Remember to take a copy of the printed confirmation with you on your trip and be sure to leave copies with your office and family.

Business Purpose of Your Trip

Your trip must have a clear business purpose in order for you to receive tax exempt reimbursement for your travel expenses. Under no circumstances should personal travel expenses be charged to, or temporarily funded by, the University.

What you need to do:

Along with your travel receipts, **provide a copy of any document that describes the event**, such as a program, agenda, invitation, announcement or e-mail message. This is the easiest way to explain the business purpose. At the very least, **provide the complete title of the conference or meeting** (avoid acronyms) or a detailed description of why you traveled, your dates of travel, and the destination where your business was conducted.

Air Travel

To plan your travel itinerary and purchase your airline tickets log on to: Blu (<http://www.berkeley.edu>); type in "Travel" and open Travel Services. This will direct you to the Berkeley Travel Homepage. Or you can log on to: <http://controller.berkeley.edu/travel>.

Two options are available when booking: You may book on line through **Connexus**, the UC-System-wide travel booking portal. Or contact UC Travel Center at 800-235-8252 for assistance.

Reimbursement is limited to coach airfare only. Fees to change an itinerary, carry extra bags, etc. can be reimbursed if business related.

What you need to do:

Written approval must be obtained in advance from your supervisor for air travel via business or first class service to accommodate the traveler's disability or medical condition. Whether you paid for airfare yourself or charged it directly to the campus, you'll need to **provide an invoice or itinerary** that includes these required elements: 1) name of vendor (person you paid), 2) amount paid, 3) transaction date (when you paid), 4) form of payment (cash, check, credit card), and 5) flight departures and destinations.

Ground Transportation

Use local public transportation such as buses, subway, or streetcars when possible. Shuttle service to and from an airport is allowed. Taxi service should be used only when public transportation or shuttles are impractical or unavailable. **Park/Sleep/Fly packages** offered by the Traveler's local airport hotels are not eligible for reimbursement as a business-related expense.

What you need to do:

Ask the taxi or shuttle driver for a receipt. When no receipts are available, make a note of expenses, including any tips, as you incur them.

Automobile Travel

If you prefer driving your private automobile to your destination, instead of flying, reimbursement for expenses while in transit will be based on the equivalent coach airfare plus your estimated transportation costs to and from the nearest airport.

When you drive your private automobile, you can be reimbursed for mileage at the current IRS rate of 55.5C per mile (as of 01/01/2012). You cannot be reimbursed for gasoline purchases or for roadside assistance if you have car trouble during your trip. The IRS includes these costs in the standard mileage rate.

If you use a personal vehicle on University business, your vehicle must be insured to meet the University's minimum liability coverage. Go to: <http://www.ucop.edu/ucophome/policies/bfb/g28.html> for details.

What you need to do:

Print a page from the airline website showing an equivalent roundtrip coach airfare for your destination and provide the basis for your estimated transportation costs with your trip receipts. **A mileage "receipt" is the page from any mapping program** that shows the number of miles between your point of departure and your destination – double the mileage for a roundtrip. **Provide your vehicle license number and certify that you carry liability insurance** on the travel form to receive mileage reimbursement.

Automobile Travel (Continued)

Hertz and National/Enterprise are the preferred rental car vendors for the University. Reservations can be made online or by phone and preferred rates are available for both business related and personal rentals. See the Travel Instructions flyer for details. University contract rates include collision and liability insurance, so any insurance you purchase on your own will not be eligible for reimbursement. Purchase additional insurance for travel in Alaska and Hawaii. Students should purchase additional insurance since campus contracts apply only to employees. You should **rent a compact or economy automobile**, unless you have justification and advance approval for renting a larger vehicle. You can be **reimbursed for gasoline purchases**, but not mileage, when you drive a rental car.

Lodging, Meals and Incidentals

“Lodging” includes a single-occupancy room rate, along with associated taxes and fees. Sharing your room with a non-business traveler, such as your spouse, does not impact your reimbursement when the single rate is the same as the double-occupancy rate. When there is a difference in room rates and you have shared your room with a non-business traveler, ask the front desk at check-out to quote the single rate and associated taxes and fees. Make a note directly on your zero-balance receipt – the single rate will be your reimbursement.

If you need to cancel a hotel reservation, make sure to do this in advance to avoid a penalty and get a cancellation number.

If you stay with a friend or relative while on official University business, you may provide your host with a non-cash gift (flowers, groceries, restaurant meal) – one gift per stay.

“**Incidentals**” are **separate tips and gratuities** paid to baggage handlers, porters, bellhops, maids and such. Meal and taxi tips should be included in the reported costs of those services.

Reimbursement for meals and incidentals is capped at \$64 per day.

This is not a per diem – you will be reimbursed only for daily actual expenses, up to a maximum of \$64, for trips lasting more than one and less than 29 days. Unused portions of the \$64 limit do not carry over from one day to the next. **Trips lasting longer than 29 days** are eligible for a per diem. **Trips lasting less than 24 hours** are not eligible for meals and incidentals unless there is an overnight stay.

If hosting a business meal with colleagues during your trip you can be reimbursed for the cost of the meal, up to the **per-person meal limits, as “entertainment while on travel status.”**

Miscellaneous expenses such as internet fees to connect remotely with the campus, phone calls, and copying and fax charges from the hotel’s business center can be reimbursed. Laundry expenses while traveling can be reimbursed if the trip exceeds six days at your destination.

What you need to do:

Make sure the campus contract number is on your rental agreement–the preferential insurance coverage won’t be in effect otherwise. Take a copy of the list of campus rental car contracts with you in case you need to change agencies while you’re on your trip.

Avoid express check in. When you return your car, go inside to the counter and pay your bill. This will allow you to obtain the detailed receipt showing charges and payments you’ll need for reimbursement *and* you’ll ensure that the agency doesn’t claim vehicle damage later.

Make sure you always get receipts for gasoline purchases.

What you need to do:

Avoid express check-out at hotels; always check out at the front desk in order to obtain the required “**zero balance**” receipt showing all of your charges and your payment. Express check-out statements are not accepted - you must have a statement that shows the amount and date of your actual payment to the hotel. Personal services, such as mini-bar use, in-room movies and spa treatments are not eligible for reimbursement. If these charges appear on your bill, deduct them from the total and make sure you clearly indicate that they are not to be reimbursed as business expenses.

Unless you have a compelling business reason for not having cancelled a hotel reservation in advance, you may find that the penalty – typically the cost of one night’s stay – is not eligible for reimbursement.

The actual cost of a gift to your host is eligible for reimbursement up to \$75. Receipts are required for gifts costing \$25 or more.

Since there are no receipts associated with incidental expenses, make a note of your reasonable actual costs as you incur them.

Always get a cash register or credit card receipt for your food purchases. If a receipt cannot be provided by the vendor, then make a note of your actual expense.

If you submit meal receipts that exceed the daily limit, the online travel reimbursement system will automatically cap your payment at the daily limit. Overnight stays must be documented with a hotel bill.

For group meals that you hosted, make a note of the names and affiliations of meal participants and a description of the business purpose so that you can report this after your trip.

Whenever possible, get a receipt for the miscellaneous expense and make a note of the business purpose on it. If these expenses are included on your hotel bill, make a note of the business purpose for each cost.