

Host Name and Address or Additional Comments:

Rev 4/8/15

Engineering Travel Tips and Procedures

UC Travel Policies and Procedures: <http://travel.ucdavis.edu>

Before you travel:

CONFERENCE REGISTRATION: can be paid on your corporate visa (UCD travel card) or by direct payment from UCD to the conference organizers. If you use your credit card several weeks in advance of the actual conference, direct payment of the registration is probably the better option as your corporate visa card will not be paid until the travel expense reimbursement request is submitted, meaning your balance may become past due and accrue late fees. You may contact the Shared Service Unit for guidance.

AIRFARE: can be paid through Connexus within MyTravel, on your corporate/CTS credit card, or your personal funds. Airfare upgrade ONLY allowed, for the following reasons: (a) Business or first class is the only service offered between points; (b) use of coach class would be more expensive or time consuming i.e. scheduling, requires unnecessary lodging expenses, unduly long lay over; (c) An itinerary involves overnight travel without opportunity for normal rest before the commencement of working hours; (d) The use of business or first class is necessary to reasonably accommodate a disability or medical need (must provide doctor's certificate)

During your trip:

The rule of thumb is . . . "when in doubt, save the receipts."

CONFERENCE REGISTRATION: If you registered prior to the trip and you did not get confirmation of payment, please obtain a receipt at the conference, which confirms receipt of payment and the amount paid.

GROUND TRANSPORT (Rail, buses, and taxis): Save receipts. If you get handwritten receipts, be sure the date is filled in.

KEEP EACH TRIP'S EXPENSES SEPARATE: Each individual trip must be accounted for separately.

When you return:

SUBMIT YOUR TRAVEL EXPENSE REPORT AND RECEIPTS PROMPTLY: The quicker you turn in your receipts, the quicker you will be reimbursed and/or your corporate credit card will be paid. If you fill out the form completely and accurately, you can help to speed up the reimbursement process.

EXPENSES

Personal Car: Please provide *any* personal automobile-related expenses. This includes mileage, bridge tolls and parking.

Airfare: Please provide a copy of the itinerary or your boarding pass. An appropriate receipt will include the dollar amount paid, and confirmation the ticket was paid. Please indicate if you used your corporate card, Connexus, or personal funds.

Registration: Please provide a receipt which includes the amount paid and confirmation of payment made/funds received.

Note: *It is the traveler's responsibility to inform the Shared Service Unit if airfare or registration was paid via connexus or a pre-trip payment.*

MEALS & INCIDENTALS: UC reimburses actual costs of meals, up to a maximum of \$71 per day (amount subject to change).

LODGING: The receipt must be in your name and itemized. While it may be convenient for one person to make two reservations, make sure that when you pay, the receipt lists you as the hotel guest.

GROUND TRANSPORT: Save receipts. If you get handwritten receipts, be sure the date is filled in. Car rental upgrades is based on policy criteria. There are UC Agreements for car rental.

DON'T PAY FOR OTHER TRAVELERS: each traveler must pay for their own travel expenses and submit their own receipts with the request for travel reimbursement. Do not pay for someone else's meals, travel, lodging, etc., with either cash or credit.

METHOD OF PAYMENT: Please be sure to indicate if you paid for expenses using your personal funds, by corporate credit card, or on a pre-trip payment.

YOUR SIGNATURE: For non employees: when you sign your travel reimbursement request, you are certifying that the expenses listed are accurate. For employees: Be sure you review what is entered for you in MyTravel before you click submit, and remember, no-one can sign on your behalf.