**Travel Planning and Reimbursement Guidelines**

The entire UC Travel Policy can be found here:

<http://policy.ucop.edu/doc/3420365/BFB-G-28>

**Travel basically consists of three steps**:

1. Requesting approval
2. Arrangements and reservations
3. Reimbursement

**1. Requesting Approval**

As soon as you know that you will be traveling – minimally 4-6 weeks in advance -- complete a Request through Concur. Add approvers ABOVE Vessela. If you need assistance filling out the form ask your supervisor for guidance or watch the Knowledge base videos on Concur.

Fill in all requested information. Estimate as closely as possible the expenses you expect to incur.

Remember, this is only an estimate.

Note: Meals are not reimbursed for trips of less than 24 hours. The UC Travel Policy reads:

A traveler may claim a daily MAXIMUM of $0.00 if trip is more than 0 hours in duration but less than 24 hours.
A traveler may claim a daily MAXIMUM of $62.00 per 24 hour period.

You must indicate the type of funding you are requesting.

**If you are requesting Learning & Growth funds** you are required to complete the Learning & Growth form and attach it to your Request.

All requests **MUST have attached supporting documentation** announcing the event. This can be a flyer, email notice or invitation. **Requests submitted without supporting documents will be returned to the traveler unapproved**.

Because there are several levels of approval -- Department Head, AUL, LAUC-RDP Chair (*where applicable)* and UL, it is imperative that Requests be submitted early so that all approvals are completed **before you travel**.

**IT IS SOLELY THE RESPONSIBILITY OF THE TRAVELER TO ENSURE THAT ALL LEVELS OF APPROVAL ARE COMPLETE BEFORE TRAVELING.**

**NEVER TRAVEL WITHOUT A FULLY COMPLETED TRAVEL REQUEST. THIS IS A SERIOUS LIABILITY ISSUE THAT PROTECTS BOTH THE TRAVELER AND THE UNIVERSITY.**

**A TRAVEL REQUEST WILL NEVER BE APPROVED AFTER THE TRAVELER HAS RETURNED FROM TRAVEL.**

**2. Arrangements and Reservations**

Once you have a fully approved Request, you can start making arrangements. UC Travel Policy states normal travel procedure is for traveler to arrange and pay for their own expenses (including airfare, transportation, lodging, food, and registration). Travel costs should always be charged on the T&E corporate card.

 All UC employees are eligible to apply for the Travel & Entertainment Corporate Card. UC will pay the charges on the card within a few days of the charge being made. You do not have to wait until return from travel. Typical costs that occur before travel are airfare and conference fees.

 Benefits of the card and the application form can be found here:

**NOTE:**

* **Alcohol is not a reimbursable expense.**
* **The current private mileage reimbursement rate is 56 cents per mile.**
* **Lodging has a max limit of $275/night, before taxes and fees. If you cannot find a hotel below the max you are required by campus accounting to submit the *Lodging Limit Justification* form linked below, along with any documentation required on this form. You may be required to submit screenshots of 3 hotel comparisons in the area proving that you booked at the lowest rate possible at the time of booking. Without those comparisons your hotel costs will not be reimbursed.**

**https://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/forms/llj-UCSB.pdf**

* Travel "packages" offered by Internet vendors (Expedia, Orbitz) typically do not include itemized expenses. Therefore, no business -related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized (e.g., itemized hotel charges **per day**, tax, airfare, car rental, etc.) to ensure appropriate documentation for reimbursement. Without this separate, itemized documentation, campus accounting will reject your reimbursement.
* When booking airfare or train fare, be aware that **extra charges for seat selection or upgrades, including early-bird check in, will not be reimbursed. You will be reimbursed for economy class seats only.**
* **Additional insurance on rental cars, airfare or train fare will not be reimbursed**, including any charge for collision damage waiver (CDW), loss damage waiver (LDW) and Travel Protection**.**
* **Host Gift:** When staying at a friend's or relative's house in lieu of a hotel the traveler can compensate the host with a non-cash gift, up to $75 per trip. Reimbursement of host gifts requires an ITEMIZED receipt. A typical host gift would be taking your host out for a meal**. *Alcohol is not a reimbursable expense*.**

**If you are planning to combine personal travel with business travel**, you MUST:

On the SAME DAY that you book your actual airfare or train reservation, create a mock itinerary from a travel site or agent showing the cost of direct transportation, round trip from SB to the place of business **for only the duration of business**, as though there were no side trip planned. **Both** the actual reservation and the mock reservation must be submitted with your expense report. You will be reimbursed the lower fare/cost.

**Foreign Travel:** Meal and lodging expenses are reimbursed to the actual amount spent, NOT per diem. Receipts are required.

**UC Vehicles**

UCSB has a fleet of vehicles available for employee use. These vehicles are recharged directly to the library; the traveler never personally incurs any cost. You are eligible to use a UC car if you are 1) traveling on full Administrative or Learning & Growth funds; or 2) the entire cost of the vehicle will be covered by LAUC Professional Development funds. A fully approved Travel Request must be submitted before a vehicle can be reserved**.** The cost of the vehicle should be noted on your Travel Request.

 **If traveling on LAUC Professional Development (RPD) funds, that cost will be charged against your annual Professional Development allocation**. Vehicle rental fees can be found here:

 http://www.tps.ucsb.edu/transportation-services/vehicle-rentals

If you are eligible to use a UC vehicle as outlined above, at least one month before travel please send Mary an email with the following details:

* Date and time you will pick up the car
* Date and time the car will be returned
* Destination
* How many people will be in the car

**Renting a Vehicle**

A commercial rental car may NOT be used as the primary mode of transportation to and from your business destination. A commercial rental car can be used **ONLY when at your destination**, **and ONLY** **when renting would be more advantageous to the University** than other means of commercial transportation, such as using a taxi or uber.  Advance reservations should be made whenever possible and may include up to an intermediate-size model, per the terms of UC-negotiated rental, unless a no-cost upgrade is provided. Travelers are expected to use rental agencies with which the University has system-wide contracts. These agencies include Hertz, National and Enterprise. When renting vehicles from a contracted vendor, you are generally covered for Liability and Loss Damage Waiver. **If insurance is included, decline these overages** when signing the agreement because **they ARE NOT reimbursable**. Additional insurance is NOT allowable, including any charge for collision waver (CDW).

Additional charges for insurance coverage WILL NOT be reimbursed if a **non-contract agency** is used.

 Occasionally a conference may require that lodging be paid in advance. In that situation you can be reimbursed the lodging cost when it is charged on the T&E card.

1. **Reimbursement**

An expense report should be submitted through Concur. The Request you prepared before travel will make it easy to fill in the amounts.

All receipts must be attached.

Per UC Policy, reimbursement receipts must be submitted within ***45 days*** from return of travel.

The **Domestic** **Travel** **Reimbursement Worksheet** found on the library wiki can be helpful to you in organizing your costs, however it is no longer required.

**Foreign** **Travel** uses the form found here:

<http://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/forms/travel-foreign-travel-reimbursement-worksheet.pdf>

If claiming reimbursement for receipts or charges in foreign currency, **you must provide a credit card statement showing those charges in USD**. This does not apply to meals.

Foreign meals and lodging are reimbursed up to the actual amount spent, not per diem*.*

You must submit itemized receipts for:

* Airfare (If you combined personal travel with business time, see above*: 2. Arrangements and Reservations*)
* Ground transportation (taxi, uber, public transit, rail)
* Baggage fees
* Registration
* Lodging
* Meal receipts are not required, however campus accounting will return an expense report if the traveler routinely notes the max $62 for every day. In that case, receipts will be required. Alcohol is not a reimbursable expense
* Rental Car
* Gas
* Miscellaneous

A valid receipt must show the following:

* Your name
* The Amount
* Azero balance AND method of payment (typically the last 4 digits of your credit card.) Anything marked “Invoice,” “Amount Due” or “Pending” will not suffice, even if your CC digits are shown.

**To avoid delay or rejection of your reimbursement it is always best to supply two forms of documentation, both a receipt AND a copy of your credit card statement. This is especially true with registration fees, airfare and hotel. The statement must have your name on it, the amount, and the vendor. You can black out any unnecessary information. This does not apply to meals.**