

UCSF

BUSINESS TRAVEL REIMBURSEMENT

MADE
EASY



AIRFARE

- Only use coach and economy (including premium/preferred seats – e.g., Economy Plus) class airfare.
- Business, first-class or other higher-cost services are typically not reimbursable.
- [Exceptions for special circumstances](#) to fly first/business class may be considered with proper justifications, documentation and approvals.
- “Package deals” or trip-insurance fees are generally not reimbursable.

RECEIPT REQUIREMENT

Airline receipt showing itinerary, last four digits of credit card payment and class of fare



GROUND TRANSPORTATION

- Taxi, shuttles, public transportation, ride shares (e.g., Uber, Lyft) are allowed.
- Luxury ride shares such as Uber Black and Lyft Lux are not allowed.
- Limousine or town car rentals are not allowed.
- Include comments on origin and destination.
- Train: Use coach and economy class train fare. Business, first-class or other higher-cost services are typically ineligible for reimbursement.

RECEIPT REQUIREMENT

Itemized receipt if \$75 or more

Train itinerary receipt showing payment and fare class



RENTAL CAR/PRIVATE VEHICLE

- A vehicle may be rented when renting is more cost effective to the University than other means of commercial transportation, such as using a taxi. Book through [Connexus](#).
- Rental cars will be reimbursed up to an intermediate-size car. For larger vehicles, provide a business justification with exceptional approvals.
- Sports and luxury cars are not reimbursable unless a no-cost upgrade is provided. Additional insurance not reimbursable. Gas is reimbursable.
- **Personal vehicle:** If less expensive than renting a car or other transportation. [Reimbursement mileage rate](#) covers the overall cost.

RECEIPT REQUIREMENT

Itemized receipt showing method of payment and zero balance

Show route taken (MyExpense Google Maps)



HOTEL

- Requires travel at least 40 miles from office or home, whichever is closer.
- Use [Connexus](#) or your corporate travel card (employees) to reserve.
- The maximum amount UC reimburses for domestic travel hotel rooms is \$333 per night (nightly room cost or all-nights' average to \$333 or less) excluding taxes/fees.

Exceptions to \$333 cap:

- **Conference hotel:** Add a comment on expense report explaining the stay was at a conference hotel. Also, include a conference flyer showing the conference's hotel.
- If you cannot find a hotel under \$/night, provide written justification and include price comparisons (ex: screenshots) performed at the time of booking within a two- to five-mile radius of the meeting location/events that supports the higher lodging rate.

RECEIPT REQUIREMENT

Itemized hotel folio with method of payment and zero balance.

If applicable, include conference flyer/ pricing comparisons during booking.



MEAL AND INCIDENTAL EXPENSES

- Meals and service tips for trips of 24 hours to 29 days, at least 40 miles from office or home in the continental U.S. Claim the actual amount spent up to a maximum \$92 per day. No exceptions for costs exceeding the \$92 limit.
- Meals are not reimbursed when there is no overnight lodging or when travel is not 40 miles from the office or home.

RECEIPT REQUIREMENT

Receipts not required for costs under \$75



OTHER TRAVEL

- Travel to Alaska, Hawaii, U.S. possessions, foreign locations and any trips 30 days+ within the continental U.S. Per diem reimbursement rates apply based on published rates that differ for [foreign](#), [Alaska](#), [Hawaii](#), [U.S. possessions](#), or [trips 30+ days on continental U.S.](#)
- Rates apply to meals, lodging and service tips. Travelers should be reimbursed for their actual expenses up to the per diem rate.

RECEIPT REQUIREMENT

Same as other travel *unless* actuals exceed per diem – receipt required



SUPPORTING DOCUMENTATION

Each expense report must have documentation that fully describes the business purpose of each day of travel, including:

- **Meetings** – documentation must specify the meeting dates, times, locations, general meeting topics, attendees, and organizational affiliations
- **Conferences** – agendas, brochures, event announcements for conferences and professional events much be attached
- **Confidential meetings** (ex: research subject travel) – provide as much information as possible to justify the business purpose
- **Complex travel itineraries** such as a research project that involved extended travel with multiple destinations – include documentation such as a brief narrative, explaining why the traveler needed to go to each location



REIMBURSEMENT: [Reimbursable vs. Non-Reimbursable Expenses](#)

- Expense reports **must be submitted via MyExpense within 45 calendar days** of the end of travel date/ date of expense. If late, expenses will be treated as taxable income and reported on the employee's W-2.
- Redact personal/confidential information on documentation/receipts (e.g., phone, birth date, accounts, SSN, etc.)
- Employees should be enrolled in [UC Travel Insurance](#) for each trip. Enrollment is automatic if airfare was booked in Connexus, except for Southwest Air.
- Always check your department's requirements as they may be more restrictive than the guidelines above.



ADDITIONAL TRAVEL TIPS

AIRFARE

- Early check-in or priority boarding, checked or carry-on baggage fees, seat selection, higher-cost economy airfare – Economy Plus, Extra Comfort, internet fees, or other necessary air expenses to accomplish the business purpose of the trip are allowed if the department approves and if your fund sources allow these charges. Include the business reason for these fees on the expense report.
- Flights purchased with miles or gift cards are not reimbursable.

- Cancellation fees and the cost of non-refundable canceled flights are reimbursable if there is a business reason for the cancellation and the cost is approved by the department. Include the business reason for the cost on the expense report.

PAYING EXPENSES FOR OTHERS

- Travelers should not pay for travel expenses for other persons (does not include meeting and entertainment meals while on travel).

Find out more about University travel rules, regulations and procedures here:

- [UC Travel Regulations G-28](#)
- [Supply Chain Management Travel website](#)