TRAVEL REIMBURSEMENTS
Tips Sheet

Basic Travel Guidelines

❖ Airfare
   ➢ Recommended: use Connexxus to purchase airfare – only strictly business itinerary can be charged to UC
   ➢ Airfare type – economy class – recommended: book at least 14 days in advance to obtain best fares
   ➢ Additional fees on flights, e.g. Upgrades, extra legroom, etc. are not allowed
   ➢ If personal travel is combined with business a comparable airfare quote is required – least expensive is reimbursed

❖ Paying for others
   ➢ Generally not allowed except on supervised group trips or co-travelers sharing a room

❖ Private Car Mileage
   ➢ Shortest distance for travel allowed
   ➢ Driving instead of flying is allowed, however the cost cannot exceed the cost of airfare (comparable airfare quote – based on at least a 14 day advance purchase, non-refundable lower economy fare, on business dates of travel)
   ➢ Note: In general travel to Campus is considered commuting, and not reimbursable

❖ Car Rentals
   ➢ You can rent up to an intermediate size car - additional insurance is not reimbursable on domestic rentals
   ➢ UC contract agencies include insurance on domestic rentals: book with Hertz, National or Enterprise with UC Corp ID
   http://riskservices.berkeley.edu/insurance-programs/auto/rented-vehicles
     o Enterprise 1-800-261-7331  UCB ID: XZ23A01
     o Hertz 1-888-222-0286       UCB ID: 71864
     o National 1-800-227-7368    UCB ID: XZ23A01

❖ Lodging: Domestic
   ➢ Lodging must be at least 40 miles from Campus or home whichever is closer in order to be reimbursed
   ➢ CSS guidelines: Arrive day prior, depart at end of conference/meeting if unreasonable to schedule on same day e.g. long distance/foreign travel
   ➢ Receipts must be itemized (room, tax, service, and any other charges listed separately)
   ➢ Receipts must show payment received with zero balance
   ➢ Bundled packages may not be reimbursable if charges are not itemized

❖ Lodging: International
   ➢ Per diem limits apply for lodging - allowance is based on location and hours at the location
   ➢ Full travel itineraries showing arrival and departure dates and times are required
   ➢ If your estimated actual lodging expenses fall below maximum per diem allowance, request for adjustments
   ➢ Receipts are required if requesting actual foreign lodging expenses

❖ Meals and Incidentals (M&IE): Domestic
Meals and incidentals are capped at $71 per person, per day; actual meal expenses only
- Meals are not reimbursable for travel under 24 hours

**Meals and Incidentals (M&IE): International**
- Per diems are allowed and are based on the location and hours in each location
- Conference and entertainment meals are deducted from allowance
- If your estimated actual meal expenses fall below maximum per diem allowance, advise at time of request

<table>
<thead>
<tr>
<th><strong>What to Submit for Travel Reimbursements</strong></th>
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<tbody>
<tr>
<td>✓ Business purpose for trip – state UC business, include dates and location(s)</td>
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<tr>
<td>✓ Back up - agenda for meeting, conference, name and affiliation of person with whom you met if informal meeting</td>
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<tr>
<td>✓ Flight itinerary showing proof of payment, even if booked on Connexxus</td>
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<tr>
<td>✓ Flight itinerary should show the date and arrival and departure time for each location</td>
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<td>✓ Changes and/or cancellations to Itinerary - provided brief explanation</td>
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<td>✓ Personal combined with business? State when, and where, provide comparable airfare quote</td>
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<tr>
<td>✓ Receipts are required for all expenses $75.00 or higher (except for M&amp;IE, or Lodging if questing per diem for foreign travel)</td>
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<tr>
<td>✓ Credit card statements <em>cannot</em> be substituted for receipts, but may be submitted in addition to show proof of payment</td>
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<td>✓ Car rental receipts showing payment in full</td>
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<tr>
<td>✓ Zero-balance, itemized hotel bill (unless claiming per diem for foreign travel)</td>
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<td>✓ Signature of traveler is required with certification statement</td>
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<td>✓ Approver’s signature should also be on the request form</td>
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<tr>
<td>✓ Non-Us Citizens or Non-Permanent Residents who are UC guests need to submit additional paperwork</td>
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CSS. TC. 3.2014
ENTERTAINMENT REIMBURSEMENTS
Tips Sheet

Basic Entertainment Guidelines

❖ Payee
  ➢ Reimbursements can only be to UC employees or UC students

❖ Business Purpose and Back-up
  ➢ Provide business reason for entertainment or meal expense
  ➢ Submit backup such as an agenda, announcements, flyers, if available

❖ Type of Event
  ➢ Some expenses require additional approval. Examples are when spouses, partners, families attended; employee morale events; when cost per person exceeded the maximum per-person expenditure

❖ Frequency of business meetings
  ➢ Meals provided to employees should be infrequent and limited to no more than once a month (twice/mo for light refreshments)

❖ Maximum per person limits for meals:
  ➢ Breakfast $26
  ➢ Lunch $45
  ➢ Dinner $78
  ➢ Light refreshments $18

❖ Cost per person
  ➢ This includes all food items purchased for the entertainment meal, even if purchased separately through other means (e.g. purchased in BearBuy, on Event Planner Card, or by other individuals, etc.)
  ➢ The cost of labor, sales tax, delivery charges, and other service fees must also be included with food and beverages in the per-person rate calculation
  ➢ Brunch may be calculated using the lunch rate. If a reception before a meal includes beverages and hors d’oeuvres, the cost for the reception and the meal should be treated as a single event
What to Submit for Departmental Entertainment Reimbursements  
(Use CSS Entertainment Request Form: Reimbursement or Vendor Payment, as applicable)

- Business Purpose – state business reason for the meal expense
- Back-up – submit whenever available- e.g. Meeting agenda, announcement of event, email invitation
- Indicate type of entertainment (meeting, employee morale, etc.)
- Indicate type of meal
- Indicate if alcohol was served (optional)
- Calculate cost per person
- Guest List - provide names and affiliation
  (optional for groups such as entire department – just state “department name – all employees”)
- Note if event needs additional approval (spouses attended, morale, etc.)
- Submit receipts if a reimbursement - itemized receipts required if $75.00 or more per occasion
- Signature of payee is required with certification statement
- Signature of host is required if other than payee
- Additional signature may be required if expense is exceptional