

# UC San Diego

DEPARTMENT OF COMMUNICATION | USP

## TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

### ✦ TRAVEL POLICY

- Expenses should be submitted within **21 days**
- Expenses submitted after **45 days** may be treated as taxable and reported on your **W-2**
- **UCSD Travel Card** reimbursements should be submitted within **10 days** to ensure timely payment to US Bank
- For late claims, include a clear explanation as to why the trip was not timely submitted and how traveler will ensure future compliance
- Please have your trip set up in MyTravel prior to departure

TRAVELER'S NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

LOCATION FROM/TO \_\_\_\_\_

DATE(S) OF TRAVEL \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MILEAGE \_\_\_\_\_

-53.5 CENTS PER MILE EFFECTIVE 01/01/17 | PLEASE PROVIDE [MILEAGE SHEET](#) AND GOOGLE MAP

AIRFARE\* \_\_\_\_\_

-AIRFARE RECEIPT MUST SHOW THE FORM OF PAYMENT USED, NAME OF PASSENGER(S), DATES AND ROUTES OF TRAVEL, AIRFARE CLASS, AND AMOUNT PAID LISTING AMOUNT DEBITED (i.e. USD MASTERCARD XXXX)

TRAVEL CARD \_\_\_\_

DOMESTIC MEALS REIMBURSEMENT \_\_\_\_\_

-BASED ON ACTUAL RECEIPTS UP TO A DAILY MAXIMUM OF \$74/DAY

TRAVEL CARD \_\_\_\_

FOREIGN PER DIEM \_\_\_\_\_

TRAVEL CARD \_\_\_\_

LODGING\* \_\_\_\_\_

-INCLUDE ITEMIZED RECEIPT/FOLIO AND AMOUNT PAID LISTING AMOUNT DEBITED (i.e. USD MASTERCARD XXXX)

TRAVEL CARD \_\_\_\_

TAXI/TRAIN/BUS/SHUTTLE \_\_\_\_\_

TRAVEL CARD \_\_\_\_

CAR RENTAL & FUEL\* \_\_\_\_\_

-FUEL REIMBURSEMENT FOR RENTAL CARS ONLY

TRAVEL CARD \_\_\_\_

PARKING, TOLLS, BAGGAGE\* \_\_\_\_\_

TRAVEL CARD \_\_\_\_

REGISTRATION FEE(S)\* \_\_\_\_\_

TRAVEL CARD \_\_\_\_

OTHER EXPENSES \* \_\_\_\_\_

-TELEPHONE, TELEGRAPH, RENTAL AND MEETING ROOM, ETC. ARE OTHER EXPENSES

TRAVEL CARD \_\_\_\_

TOTAL COST \_\_\_\_\_ INDEX TO CHARGE \_\_\_\_\_

PLEASE SUBMIT RECEIPT(S) TO PATRICK PADILLA VIA EMAIL [P1PADILLA@UCSD.EDU](mailto:P1PADILLA@UCSD.EDU), or DROP IN DEPARTMENT BOX IN MAIL ROOM. You may also mail to DEPARTMENT OF COMMUNICATION 9500 GILMAN DRIVE, MC 0503, LA JOLLA, CA 92093-0503.

UCSD GRADUATE STUDENT TRAVEL ATTN: MELANIE LYNN [MELANIELYNN@UCSD.EDU](mailto:MELANIELYNN@UCSD.EDU)

NON-CITIZEN, FOREIGN VISITORS MUST PRESENT TRAVEL DOCUMENTS BEFORE THEY LEAVE THE U.S. THE BUSINESS OFFICE MUST MAKE PHOTOCOPIES OF DOCUMENTS. (DECLARATION OF IMMIGRATION STATUS BY NON-U.S. CITIZENS FOR FOREIGN VISITORS)

\*TRAVELR MUST PROVIDE ITEMIZED RECEIPT LISTING AMOUNT DEBITED (i.e. USD MASTERCARD XXXX)



**Coach and economy** class airfare to be used. Business, first-class or other higher-cost services are typically ineligible for reimbursement except under specific circumstances listed in [Blink](#). (Blink is UC San Diego’s business policy and procedure portal.) Do not purchase package deals or trip insurance fees as these are generally ineligible for reimbursement. Seat selection and priority boarding are allowable only when booked in Connexus or with the Travel Card and class of travel does not change.

Itinerary receipt showing payment and fare class



**Coach and economy** class train fare to be used. Business, first-class or other higher cost services are typically ineligible for reimbursement but may be authorized if there is a documented bona fide business need.

Itinerary receipt showing payment and fare class



**Rent a car** when it’s more cost effective to the University than other means, such as a taxi. Limit is intermediate size. Use UC rates for special pricing with coverage included at Enterprise (UC agreement ID: XZ32F01), Hertz (72129), and National (5007823). Car bookings made through [Connexus](#) (UC’s travel booking tool) include discount UC pricing and insurance coverage.

Itemized receipt



**Private Vehicle:** Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

**Mileage** reimbursement rate published in [Blink](#) covers the overall cost for fuel/gas, lubrication, towing, repair, replacements, tires, depreciation, insurance, etc.

None for single trip; mileage log for multiple trips over \$75 in total



**Surface Transport in Lieu of Air:** If advance approval was obtained, you may use surface transportation for personal reasons even though the lowest available airfare is most economical. Total reimbursement cannot exceed the equivalent of lowest airfare plus local transport to and from terminals.

Comparison of costs

**Hotel:** Reserve using Connexus or your Travel Card (employees). You may request payment to your Travel Card before the end of your trip to avoid late fees. Non-employees may request lodging to be prepaid by the University. Upgrades are typically ineligible for reimbursement. When an employee attends a local conference, they are not on travel status (no lodging or meal expense is eligible for reimbursement).

Itemized receipt (folio)



**May I stay with a friend/family member?** Yes, but you may *not* pay them. A non-cash gift such as flowers, groceries or a restaurant meal is allowed but may not exceed \$75 (a receipt is required for any gift \$25+). Limit is 1 gift per stay (not 1 gift per night).

Receipt for non-cash gift ≥\$25 (includes tax)

**May I be reimbursed for renting a room from an individual instead of a hotel?** Yes, but the individual must *first* be set up as a vendor (W-9 required) with the University, even if the reimbursement will be made to you. Any lease must be between you and the lessor.

Receipt and W-9



**Meal and Incidental Expenses (M&IE)** refers to meals + service tips during trips of 24 hours - 29 days in the continental U.S. Claim the **actual amount spent** up to a maximum (currently \$74 per day). Meals are not reimbursed for local events or when lodging is not included.

None, traveler to keep track of daily totals

**Per diem** applies to travel to Alaska, Hawaii, U.S. Possessions, and foreign locations and any trips 30 days+ within the continental U.S. Per diem is based on a [published rate](#) for a specific location for meals, lodging and service tips. Travelers should be reimbursed for their actual expenses up to the per diem rate.

Same *unless* actuals exceed per diem – receipt required

**Miscellaneous:**



- Completed and approved expense reports must be submitted via MyTravel to UCSD Travel within 45 days of the end of travel. If late, they may be treated as taxable income and reported on the employee’s W-2.
- You may share a room, shuttles, and cab rides with another traveler. Don’t pay for another person’s travel, including airfare, lodging, registration, meals, etc.
- Employees should be enrolled in UC Travel Insurance for each trip. With the exception of Southwest Air, enrollment is automatic if airfare was booked in Connexus.
- Documentation supporting the business purpose may be required (conference brochure, invite, agenda, etc.)
- Working with your department travel preparer will help insure any additional departmental requirements are met, including fund restrictions (e.g., alcohol), required receipts, and a speedy reimbursement.