Complete UC Davis travel policies and procedures are described in UCD Policy and Procedure 300.

University policy states that travel expenses must be submitted to Accounting for payment within 21 working days following completion of a trip. Submit a Travel Expense Worksheet and required original receipts within 14 working days after trip (6 days when using UCD corporate visa card) to the Statewide IPM Program, University of California, One Shields Avenue, Davis, CA 95616-8621, so that the travel expense report can be processed within the time limit.

Receipts.

• Original itemized lodging receipts, rental car receipts, and passenger receipt of airline tickets must be submitted with the travel expense worksheet. In the case of “ticketless” travel, you can expect to receive a confirmation that states the passenger name, confirmation/ticket number, dates, itinerary, and cost, and you must submit that document.
• An agenda, itemized receipt or other supporting documentation for all registration fees.
• Receipts for gifts provided to a host costing $25 or more.
• Receipts for any reimbursable item not specified above costing $75 or more.

Meals and Incidentals.

• Actual expenses for meals and incidentals are reimbursed, subject to the current rate.
• The traveler must indicate on the worksheet any meals that were furnished or included in the cost of reimbursed registration fees.
• Incidental expenses include laundry, cleaning and pressing of clothes, and tips and fees for services, such as for waiters and baggage handlers.
• Expenses incurred within the vicinity of an employee’s work location or residence will not be reimbursed.
• IRS rules prohibits the reimbursement of meal expenses for travel of less than 24 hours unless the traveler is away from his or her home overnight as supported by a lodging receipt.

Lodging.

• Actual expenses for lodging are reimbursed. Original, itemized receipts must be submitted for all lodging expenditures, regardless of the amounts incurred.
• The traveler must indicate any lodging that was furnished or included in the costs of reimbursed registration fees.
• If lodging was provided by a friend or family member, please state.

Transportation.

• All travel must utilize the most economical mode of transportation and the most usually traveled route consistent with the authorized purpose of the trip.
• Include receipts for each transportation expense except for private car use.
• Charges for optional insurance, including collision damage waiver on rental cars driven in the United States, are not reimbursable.
• All personal car mileage is reimbursed at the current rate.

Include all valid expenses for reimbursement. If you have questions, call (530) 752-8350.