GRADUATE DIVISION
TRAVEL EXPENSE REIMBURSEMENT FORM

Please secure all ORIGINAL receipts with tape on 8 ½ x 11 white paper by date and submit with this form. Do not highlight or place tape over printing on receipt. Attach copy of agenda/ program. Must include approved Travel Authorization Request Form.

Traveler: ______________________ Email: ______________________

Telephone: ______________________ Vehicle license Plate: ______________________

(If not previously provided to Graduate Division)

Business Justification for Travel:

Date of Departure (to event)	Time of Departure	Departure From	Destination
Date of Return (From event)	Time of Return	Return From	Arrival Location

If you do not have direct deposit, please provide the address to which you would like your reimbursement check mailed:

Mailing Address	City	State	Zip

Please reimburse me for the following expenses incurred as a result of my travel:

Transportation & Lodging				
	Date	**Mileage**	**Rate**	**Amount**
Mileage From To			$ 0.54	
Mileage From To			$ 0.54	
Airfare				
Tolls				
Rental Car				
Rental Car Gas				
Ground Transportation				
Taxi				
Parking				
Hotel				
Other (Please specify):				

Meals & Incidentals											
Date:	B	$		Date:	B	$		Date:	B	$	
	L	$			L	$			L	$	
	D	$			D	$			D	$	
Date:	B	$		Date:	B	$		Date:	B	$	
	L	$			L	$			L	$	
	D	$			D	$			D	$	
										Total Expenses:	

***MILEAGE NOTE** – As a general rule the basic mileage reimbursement guidelines are as follows:

Business travel on weekdays day or evening: UC reimburses business mileage in excess of normal commute expenses only.

Business travel on weekends or UC holidays: Report mileage from home to the destination using the most direct route.

Please see chart **How mileage and ground transportation reimbursement are calculated for UCOP travelers** for more detailed information.

Personal Travel Part of this trip? __ Yes __ No
Dates of personal travel:
Attach airfare comparison for business portion of travel (required)

Additional Comments:

I certify that the above expenses were incurred on official university business and original itemized receipts have been provided as required by UC Merced Policy.

Signature ______________________ Date ______________________

Administrative Use Only

Account	Cost Center	Fund	Sub	Object	Project	Source	Total

Budget Approval Signature	Print Name	Date
	Maria Tinoco, Business Services Manager	

GRADUATE DIVISION
TRAVEL REIMBURSEMENT GUIDE

In this guide you will find policies to ensure your expenses are valid for reimbursement. Please read through this guide carefully and familiarize yourself with the policy before travel and prior to submission of reimbursement form. Also included, you will find the Transient Occupancy Tax Exemption Certificate for Governmental Agencies form to be submitted upon checking into the hotel.

Travelers are required to use the most economical mode of transportation by the most frequently traveled route. **Original itemized receipts are required for all expenditures, including credit card transactions.** Per University policy, expenses incurred for any other person other than the University of California (UC) traveler will not be reimburse. All expenses incurred must be in the traveler's name.

Reporting Travel Expenses:

The traveler is responsible for submitting all necessary documentation as outlined in this document with the required forms within **7 days** of conclusion of travel.

Please either type in your information or print legibly. Attach original receipts taped to blank 8 ½ x 11 sheet of paper by date.

Do not use a highlighting marker on the receipts or place tape over any printing on receipts (highlighting and tape cause the print on receipts to disappear). Must include approved Travel Authorization Request form.

Travel: Arrangements are to be made through the UC travel website (https://travel.ucop.edu/connexxus)

Air Travel: Travel packages (e.g. Travelocity, Orbitz) typically do not include itemized billing, therefore are not considered an allowable expense. If the traveler chooses to purchase a travel package, *it is his/her responsibility to confirm that each aspect of the package will be separately itemized* in order for the expense to be reimbursed.

Car Rental: Traveler must submit a paid invoice with a zero balance for reimbursement.
Additional insurance coverage and GPS navigation systems will not be reimbursed.
Generally, travelers should not purchase the "Gas Fill" option. Reservations reserved and paid for by someone other than the traveler are not eligible for reimbursement unless a detailed justification of reasonable extenuating circumstances is provided.

Mileage: UC Merced will pay a standard rate per mile for official university travel by private automobile based on the actual driving distance by the most direct route. The current rate for mileage is 54 cents per mile. Mileage is reimbursed in lieu of gas receipts; therefore, gas reimbursements in addition to mileage reimbursements are **not allowable**. Mileage reimbursements require travelers to submit their vehicle license plate number.

Other Ground Transportation: Travelers should select the most cost effective means of grounds transportation, whether shuttle, taxi, train, or local bus, as needed to travel between business locations. Park/Sleep/Fly packages offered by hotels are not eligible for reimbursement.

Lodging: An itemized hotel receipt in the travelers name showing a zero balance is required. Travelers should ask for the contracted conference rate when making reservations.

Rooms reserved and paid for by someone other than the traveler are not eligible for reimbursement. Any additional nights for personal reasons are not eligible for reimbursement.

Staying with friends or relative: According to university travel policy, travelers are allowed to provide a noncash gift to their host. Please provide the name of your host on the reimbursement form.
"When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of such a gift may be reimbursed up to $75. Under IRS regulations, a receipt must be provided for gifts costing $25 or more. Only one gift per stay may be provided to a host." G-28 Travel Regulations

GRADUATE DIVISION
TRAVEL REIMBURSEMENT GUIDE

Conference Fees: Travelers should contact the department no less than six weeks prior to the event to arrange payment of conference registration fees. Payment requests received less than 3 weeks prior to the start of the event may not be eligible for prepayment. Travelers may be required to pay with a Travel & Entertainment card and must include the paid invoice with their travel reimbursement request.

Meals & Incidentals: The daily limit for travel longer than 24 hours with an overnight stay must not exceed $71. Any costs in excess of the allowable limit will not be reimbursed. Alcohol is not eligible for reimbursement.

- Meals for travel *less than 24 hours* without an overnight hotel stay are not eligible for reimbursement.
- Meals included in the registration fee must be deducted from the daily per diem claim (for foreign trips). For domestic trips, meal expenses are not eligible for reimbursement if meals are included in the conference registration.

Parking: Valet parking is not eligible for reimbursement if self-parking is available.

Traveling with a Family Member: According to the University of California policy, we cannot reimburse for family member travel.

Travel Affidavit: If a required receipt is lost, a travel affidavit form must be submitted with the reimbursement.