



# Graduate Division

## Travel Checklist

### Traveler

### Financial Services Staff

#### General Travel

- Submit travel request to supervisor, including the following:
  - Completed Travel Authorization Form
  - Documentation describing the event such as a program, agenda, invitation, announcement, or e-mail message (no acronyms should be used).
  - The form must include a clear business justification. **Note: the title of the conference or meeting is not a business justification.**
  - If airfare requested, list of 3 preferred flights in order of preference.
- Travel Request Form signed by supervisor and documentation should be submitted to Financial Services staff (GD-Finance@ucmerced.edu) or in person.
- Staff should not make travel arrangements without supervisor and budget approval.
- The traveler is responsible for submitting all necessary documentation as outlined in the Travel Expense Reimbursement Guide within **7 days** of conclusion of travel.
- Review the travel request form for completion.
- Request additional information from traveler, if needed.
- Forward travel request to Maria Tinoco for budget approval.

#### Lodging

- Travelers will make their own lodging arrangements.
- Only reasonable lodging room rates will be reimbursed.
- Itemized meal receipts charged to the hotel room must be provided.
- If lodging with a friend or relative, a one-time, non-cash gift up to \$75 may be provided to the host. If you purchased a non-cash gift for a host, you must submit a receipt.
- Miscellaneous items are reimbursable if necessary to accomplish the official business purpose of a trip. An explanation of why such expenditures are being claimed is required. Miscellaneous expenses are:
  - Internet fees
  - Hotel business center charges (i.e., equipment rentals, fax and computer expenses, copy services, overnight delivery/postage, purchase of materials and supplies)
  - Laundering, cleaning, or pressing of clothing is allowable if the trip exceeds six days.
- Verify an itemized receipt reflecting a “zero balance” is submitted for lodging.
- If a non-cash gift for a host was purchased, a receipt must be included.
- Verify receipts for miscellaneous expenses, and ensure necessary documentation is included.

#### Non-Reimbursable Expenses:

- If the lodging site is within a 40-mile radius of the traveler's residence or office.
- Hotel room packages
- Valet parking, if self-parking was available
- Mini-bar use (alcoholic beverages)
- Pet/Kennel Fees
- In-room movies and entertainment
- Spa treatments or gym membership fees
- Smoking penalties and damages to hotel property
- Fees due to additional room occupancy
- Rooms paid by someone other than the traveler
- Cancellation Penalty Fee
- Charges for non-complimentary amenities



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### Air Travel

- Provide Travel Profile form to Financial Services Staff annually by July 31<sup>st</sup>.
- Include list of 3 preferred flights by order of preference with Travel Authorization Request form.
- Make final airfare arrangements and email details to traveler.

### Meals and Incidentals

#### Meals

- Reimbursement of meals and incidentals are capped at \$74 per day.
- This is not a per diem – only actual expenses will be reimbursed, up to a maximum of \$74
- Only the traveler’s own meals will be reimbursed.
- Ensure receipts are submitted.
- Verify meal receipts do not include alcohol expenses.
- Verify cost of meals and incidentals are capped at \$74 per day.

#### Incidentals

- These expenses are separate tips and gratuities paid to baggage handlers, porters, bellhops, and for maid services.
- Meal and taxi tips should be included in the reported costs of those services.

#### Non-Reimbursable Expenses:

- Meals purchased in addition to those provided by the conference or meeting
- Alcoholic beverages
- Meals and incidentals - if trip was less than 24 hrs without an overnight stay
- Meal expenses for other individuals

### Rental Car

- Rent a vehicle from a UC contracted rental car agency using a UC Corporate ID #.
  - Ensure the following items are included with the travel reimbursement request:
    - Itemized receipt of rental car charges with “zero balance”
    - Receipts for all gas expenses
    - Business justification for upgrade or one-way rental
- |              | <u>ID #</u> | <u>Contact #</u> |
|--------------|-------------|------------------|
| ▪ Hertz      | 1659067     | 888-222-0286     |
| ▪ National   | 5007821     | 800-227-7368     |
| ▪ Enterprise | XZ30D01     | 800-261-7331     |
- Reserve compact or economy rental cars only. If a larger vehicle is reserved, a justification must be provided.
  - Fuel purchases will be reimbursed
  - Rental Car Agency Fuel Purchase Option – should be avoided due to increased cost.

#### Non-Reimbursable Expenses:

- Additional car insurance - UC rates already include collision and liability insurance.
- Additional options such as roadside assistance, GPS system
- Rental car expense paid for by someone other than the traveler
- Mileage

***The Financial Services staff will enter travel expense reimbursement request in Express system on behalf of traveler. Once submitted, the traveler is responsible for final review/modification/approval in Express within 5 business days.***