Travel Policies and Guidelines

Air Travel:
- Coach class, or any discounted class, shall be use when traveling. This policy applies to all travel regardless of the purpose or fund source.
- When purchasing your own airfare, only a coach or economy class seating is reimbursable, unless a medical condition requires traveler to use business class or first-class
  - Doctor’s note must be in file with UCLA Travel and must specify the type of class.

Private Car/Mileage:
- Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time
- When two or more persons on University business share a private vehicle, only the driver may claim reimbursement for mileage
- Travelers may claim 54.5 cents per mile when using private car

Rental Cars
- A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi.
- Per the terms of UC-negotiated rates, advanced reservations should be made whenever possible and may include up to an intermediate-size model.
  - Please provide a business justification why an upgraded size is used as opposed to an economy-size model
- GPS, additional insurance, and other upgrades are not reimbursable
- The discount negotiated with car rental agencies by the University should be requested when available
- Travelers are expected to use rental agencies with which the University has system-wide contracts that include insurance coverage
  - Insurance obtained by the traveler outside of this parameters are not reimbursable

Other Ground Transportations
- Local public transportation fares (e.g., buses) shall be allowed.
- Taxi fares, including tips, shall be allowed when the use of alternative transportation is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.
  - Tips shall not exceed 20%

Documentations
- All expenses require original itemized receipts with the name of the payee, the amount of the charge, transaction date, and form of payment.
When original receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a signed statement should be provided explaining why such receipts are not being submitted with the travel expense claim. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from another source.
  o If the method of payment is a credit card or a debit card, a statement must also be included to verify the charges.

Meals and Incidentals
  • Only the actual amount the traveler paid while on University business is reimbursable
  • There is no exception to the cap
  • Meals and incidental expenses will not be reimbursed unless the entire length of the trip is at least 24 hours or the travel includes an overnight stay verified by a lodging receipt
  • The domestic meals and incidentals limit is $62/day

Lodging
  • Reimbursement is based on the amount actually incurred
  • Original, itemized receipts for all lodging expenses as well as any entertainment or meals included in the lodging claim are required for reimbursement
  • Lodging is not reimbursable if the lodging site is within a 40-mile radius of the traveler’s residence or office
  • The domestic lodging limit is $275/night

Reporting Period
  • All travel reimbursement shall be submitted to the processor within 21 days after the end of travel. Failure to comply may result in expenses being imputed as income and subject to tax.

Unallowable Expenses
  • The use of motorcycles for business travel is not permitted and not reimbursable
  • Third party reimbursements are not permitted

Additional and detailed policy on travel can be found on G-28, Policy and Regulations Governing Travel.