UCI Travelers are required to comply with all policies related to travel and entertainment expenses. The highlights below represent the most commonly encountered rules and guidelines every traveler should be aware of.

The list below also includes information about what receipts are necessary for reimbursement. For more information on that topic, see the supporting documentation guide.

Consider Using Connexxus to Book Travel

- It’s easy to follow travel guidelines when you book with Connexxus. The system has built-in guidance for compliance with UC G-28 travel regulations.

Booking a Flight or Train Trip

- Book only coach or economy-class tickets. Business, first-class or other higher-cost services (priority or early boarding, extra leg space, exit row seat, Plus seating) are typically ineligible for reimbursement. School of Education requires UCI employees to book University travel on Connexxus to obtain UC rates.
- Do not use package deals. These are generally ineligible for reimbursement, as are early bird, seat assignment, and trip insurance fees. Package deals often do not separate the cost of the hotel, air, and car costs.
- Ancillary charges: Provided they are allowed by the funding source, the following airline charges are reimbursement under UCI policy:
  - Checked and carry-on bag fees
  - Early check-in (i.e. Southwest Airlines Early Bird Check In)
  - Economy-class seat selection fees
- Receipt requirement: Itinerary receipt showing payment fee, fare class, passenger name and ticket number.

Register for Free Travel Benefits

- You Must Register: The University of California provides free travel benefits to all UC business travelers, including insurance for a wide variety of accidents and incidents, but you must register your trip with UCOP. This is done automatically if you book with Connexxus (with the exception of Southwest Airlines).
- UC Away Website: If you book your trip outside of Connexxus, or with Southwest Airlines, you should register your trip on the UC Away Website.
Renting a Car

- **Rent a car when it’s more cost effective than other means, such as a taxi.** Limit is intermediate size. Use Connexxus to book special UC rates available from Enterprise, Hertz, and National.
- **Insurance.** Car bookings made with the three car rental companies mentioned above include insurance coverage, so turn down any additional insurance offered—LDW-Loss Damage Waiver, CDW-Collision Damage Waiver, SLI-Supplemental Liability Insurance. See the Renting an Automobile page for exceptions that apply outside the contiguous 48 states and for international travel.
- **Receipt requirement:** Itemized receipt.

Using Private Vehicles

- **Using your personal vehicle.** Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.
- **The mileage reimbursement rate** can be found online and covers the overall cost for fuel/gas, lubrication, towing, repair, replacements, tires, depreciation, insurance, etc.
- **Receipt requirement:** Provide a Mapquest or Google Maps route showing the mileage of your trip. Some units may require a mileage log sheet.

Surface Transportation Instead of Flying

- **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.
- **Receipt requirement:** Comparison of costs.

Staying at a Hotel

- **Renting a Room:** For trips shorter than 30 days that are within the continental United States, the lodging expense reimbursements are actual up to **$275 per night before taxes and fees.** The lodging rate must be reasonable for the locality of travel. When the traveler is unable to secure lodging at $275 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location. The price comparisons should be performed at the time of booking.
- **Reserve using Connexxus or your Corporate Travel Card.** 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 not ineligible for reimbursement.
- **Receipt requirement:** Itemized receipt (hotel folio).
Staying with Family or Friends

- You may stay with a friend or family member on a trip, 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 requirement: Receipt for non-cash gift >$25 (includes tax).

Renting Rooms from Individuals

- They must be set up as a vendor. You may be reimbursed for renting a room from an individual instead of a hotel, 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 requirement: Receipt and W-9

Paying for Meals on Short Trips in the Continental U.S.

- The Meals and Incidental Expenses (M&IE) cap is the maximum amount that UCI travelers can claim daily for meals and incidentals (tips) during short-term business travel in the continental United States.
- Claim only the actual reasonable costs incurred, not to exceed the current cap per day for travel lasting more than 24 hours and shorter than 30 days. Meal expenses cannot be reimbursed for day trips.
- Are receipts needed? Yes, only expenses actually incurred are reimbursable with proof of expense and itemized receipt. Maximum M&IE is $62.00.

Paying for Meals Outside the Continental U.S. or on Long Trips

- Per Diems are authorized in these situations; for all foreign travel, travel within Alaska, Hawaii and United States possessions (OCONUS) and domestic assignments of 30 or more. The 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.
- For specific rates, refer to these calculators:
  o International Per Diem Calculator
  o Continental United States Per Diem Calculator
  o Alaska, Hawaii, U.S. Territories and Possessions Calculator
- Receipt requirement: YES, should not exceed the daily per diem rate.
Travel to States with AB 1887 Restrictions

- **Assembly Bill No. 1887** prohibits the use of state funds for travel to states that have passed a law after June 26, 2015, that (1) authorized discrimination based on sexual orientation, gender identity, and gender expression; or (2) repealed existing state or local protections against such discrimination. The list of the states where travel restrictions apply can be found on the State Attorney General's website: [https://oag.ca.gov/ab1887](https://oag.ca.gov/ab1887).
- **More information** can be found on the AB 1887 page.

Travel to Cuba, Iran, North Korea, Sudan, or Syria

- **Contact the campus Export Control Officer** (m.copeland@uci.edu) before traveling on university business to Cuba, Iran, North Korea, Sudan or Syria.
- **More information** can be found on the Economic and Trade Sanctions (OFAC) page of the Office of Research website.