

Western Region IR-4 Travel Reimbursement Guidelines

Receipts are required and must include method of payment (last 4 digits of credit card).

Reimbursable expenses: Airfare, hotel, transportation to/from airport and hotel, registration, and meals.

AIRFARE:

- Coach Airfare
- Provide a copy of the itinerary including cost indicating that it was paid, dates, locations, and class of service.
- **If extending travel before/after the meeting for personal business**, please contact the IR-4 Field Office kaavila@ucdavis.edu for further instructions. A timestamped screenshot on airfare purchase date for business travel days only is required to be reimbursed up to that amount.

TRANSPORTATION:

- **Personal Car** - Please contact the IR-4 Field Office for guidance before travel with personal car. Reimbursement shall not exceed the cost of a rental car and fuel or coach airfare (whichever is less).
Mileage reimbursement requests must include origination and destination street addresses. Personal insurance is required if driving your own car.
- **Rental Car** – These will be reimbursed only if pre-arranged with the IR-4 Field Office. UC contract rates must be used with liability insurance included. Additional insurance is not reimbursable.
- **Taxis, shuttles, public transportation, and ride share services (Lyft and Uber)** are allowed. Reasonable tips are permitted.
- **Tolls & Parking**

LODGING:

- Itemized receipt with your name and method of payment.

MEALS:

- Reimbursement is for actual meal costs – **no per diem**. Alcohol will not be reimbursed.

REGISTRATION:

- Paid registration confirmation.

YOUR SIGNATURE: Please submit your travel reimbursement to us within 14 days of the trip end date. When you sign your travel reimbursement request, you are certifying that the expenses listed are accurate.

(Note: The University requires that all expense reports must be submitted for approval in our system within **45 days** of the trip end date. Expenses not submitted within 60 days of the trip end date may be reportable as taxable income, even if those expenses were paid directly by the University.)