



# Travel Reimbursement Policy

## University of California, Merced

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The following are guidelines to ensure your expenses are valid for reimbursement. Also included you will find the Transient Occupancy Tax Exemption Certificate for Governmental Agencies form to be submitted upon checking into the hotel as well as the expense reimbursement form you will submit upon your return. Please either type in your information or print legibly. **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.

### **Things to remember:**

- Travel:** Arrangements will be made on the traveler's behalf through UCLA travel.
- Purchase:** Submit original itemized receipts with credit card receipts for all expenses incurred while on travel.
- Car Rental:** Additional insurance coverage and GPS navigation systems are not eligible for reimbursement. Do not purchase the Gas Fill option. Take the vehicle to a gas station and fill the car with gas according to the rental agencies policy on replacing gas/filling the tank. In addition, 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. Traveler must submit a paid invoice with a zero balance for reimbursement.
- Private Automobile:** 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 56 cents per mile.
- Other Ground Transportation:** Travelers should select the most cost effective means of grounds transportation, whether shuttle, taxi, or local bus, as needed to travel between business locations. Traveler must submit original itemized receipts for this expense.
- Event:** Conference registrations will be paid by the department if submitted in advance. If registration was paid out of pocket, submit paid invoice for reimbursement upon returning from the event.
- Hotel:** An itemized hotel receipt in the travelers name showing a zero balance is required.
- Meals:** Actual expense not to exceed \$71 a day. Alcohol is not eligible for reimbursement.
- Obtaining Reimbursement:** Submit original itemized receipts. Please include a program or agenda with reimbursement forms and receipts. Submit these documents to the Office of Research within 7 days after the commencement of travel. All expenses incurred must be in the traveler's name.
- Travel Affidavit:** If a required receipt is lost please complete the travel affidavit form below.

### **Travel Arrangements**

Travelers should spend university funds prudently. Expenses will be paid by the University only if they are reasonable, necessary and in accordance with the University Travel Policy. 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, exceeding the allowable daily limit of \$71 a day. Also, UC policy does not allow reimbursement of expenses incurred for any other person other than the traveler. If however extenuating circumstances warranted payment of business related expenditure for another person, the traveller must submit an exception to policy request to the Vice Chancellor with a detailed outline of the extenuating circumstances that warranted this action. For more information regarding the travel

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**A copy of UC's Policy and Regulations Governing Travel #G-28 may be found at:**  
**<http://www.ucop.edu/ucophome/policies/bfb/g28.html>**



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policy, please click in this link <http://controls.ucmerced.edu/Data/Sites/9/media/forums/adminforumtravel.pdf> .

### **Conference Registration**

- Travelers should contact the department sponsoring their trip 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 will be required to pay out of pocket/with Travel & Entertainment card and submit the paid invoice for reimbursement upon their return.

### **Hotel**

- **Cost:** Travelers should ask for the contracted conference rate or the government rate when making reservations. Travelers must complete and submit to the hotel the Transient Occupancy Tax Exemption Certificate for Governmental Agencies form for exclusion from payment of hotel tax.
- Rooms reserved and paid for by someone other than the traveler are not eligible for reimbursement. Any additional nights without prior authorization or for personal reasons are not eligible for reimbursement. An itemized hotel receipt with a zero balance is required for reimbursement.
- **Staying with friends or relative:** According to university travel policy, travelers are allowed to provide a non-cash 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.**”*

*UCLA Travel Policies and Resources, Article ID: 1001249, 2008*

### **Meals and Incidentals**

- Travelers must submit **original itemized receipts**, including credit card receipts, charged within the period of time designated for their visit.
- The daily limit for travel longer than 24 hours with an overnight stay is the actual expense for meals not to exceed \$71.00 a day. Any costs greater than the allowable limit will not be reimbursed.
- Meals for travel less than 24 hours without an overnight hotel stay are not eligible for reimbursement
- Meals included in the cost of a conference registration are not eligible for reimbursement. Alcoholic beverages are not a reimbursable expense according to University policy.

### **Traveling with a Family Member**

According to the University of California policy, we cannot reimburse for family member travel.

### **Reporting Travel Expenses**

The traveler is responsible for submitting all necessary documentation as outlined above with the required forms within 7 days after commencement of travel.

### **Travel Affidavit**

If a required receipt is lost prior to submitting reimbursement traveler will need to complete the travel affidavit form and submit it with their reimbursement.

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### TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE FOR GOVERNMENTAL AGENCIES

NOTE: This form must be completed at the time rent is collected, and must be retained by the hotel/motel operator. The hotel/motel operator should not accept this certification unless the person presenting it shows satisfactory credentials.

To:

\_\_\_\_\_

Name of Hotel/Motel

\_\_\_\_\_

Address

\_\_\_\_\_

California City

This is to certify that I, the undersigned, am a representative or employee of a Governmental Agency, the UNIVERSITY OF CALIFORNIA, located at CALIFORNIA; that the charges for occupancy at the above establishment on the date(s) set forth below, have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental Agency.

Date(s) of Occupancy: \_\_\_\_\_

Governmental Agency:

Location: UNIVERSITY OF CALIFORNIA

Executed at \_\_\_\_\_, California, this \_\_\_\_\_  
Day of \_\_\_\_\_ (month), (year) \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct:

\_\_\_\_\_  
Signature of Person Claiming Exemption:

Address: University of California, Merced  
Office of Research & Economic Development  
5200 North Lake Road  
Merced, CA 95343

*A copy of UC's Policy and Regulations Governing Travel #G-28 may be found at:  
<http://www.ucop.edu/ucophome/policies/bfb/g28.html>*



# Expense Reimbursement Form

University of California, Merced

[Redacted Name Field]

Name

\_\_\_\_\_

Signature

[Redacted E-mail Field]

E-mail

[Redacted Phone number Field]

Phone number

Purpose of Visit:

[Redacted Purpose of Visit Field]

Please attach agenda, registration, dated conference flier, itinerary

[Redacted Date of Departure (To event) Field]

Date of Departure (To event)

[Redacted Time of Departure Field]

Time of Departure

[Redacted Departure From Field]

Departure From

[Redacted Arrival Location Field]

Arrival Location

[Redacted Date of Departure (From event) Field]

Date of Departure (From event)

[Redacted Time of Departure Field]

Time of Departure

[Redacted Departure From Field]

Departure From

[Redacted Arrival Location Field]

Arrival Location

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

Address:

[Redacted Address Field]

City, State, Zip:

[Redacted City, State, Zip Field]

Please list all expenses incurred during your visit and attach original receipts taped to blank white paper.

	Expense Description	Date	Mileage	Rate	Amount
1.	Mileage to _____			\$ .56	
2.	Mileage to _____			\$ .56	
			Location	Date	
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Please attach additional sheet for expenses if necessary

Total Amount Due:

[Redacted Total Amount Due Field]

Please drop off or mail the completed form with original receipts to:

University of California, Merced  
Office of Research & Economic Development  
Attn: Ariel Banda  
5200 North Lake Road  
Merced, CA 95343



# Expense Reimbursement Form

University of California, Merced

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## Travel Affidavit

Traveler's Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Traveler certifies that cost(s) claimed in the attached expense voucher without original itemized receipt(s) are true and reflect actual expenses incurred during the course of the referenced business travel, and that reimbursement for these expenses will not be submitted elsewhere.

University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance. (See Section V.E.4., Payment of Group Subsistence Expenses, for more information.)

By signing, traveler is certifying that they will abide by all the terms of conditions of UC Travel Policy #G-28 <http://www.ucop.edu/ucophome/policies/bfb/g28.html>, including that meals and incidental charges "shall not be treated as per diem" and "shall be limited to the actual reasonable costs incurred, subject to the daily maximum reimbursement cap," and that no reimbursement for alcohol is allowed.

By signing, traveler is certifying that he/she understands that according to the California State Administrative Manual <http://sam.dgs.ca.gov/TOC/700/0720.htm> "Employees who claim the allowable rate without submitting receipts with their travel expense claims should retain their receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or the IRS."

By signing, traveler is certifying that costs being requested for reimbursement by UC Merced will not be claimed for reimbursement from any other entity.

Traveler Signature: \_\_\_\_\_

Date: \_\_\_\_\_