



### HART INTERDISCIPLINARY PROGRAMS: PRE-TRAVEL & TRAVEL REIMBURSEMENT FORM

(See back of form for instructions)

Email completed form and receipt(s) to [hip-aggietravel@ucdavis.edu](mailto:hip-aggietravel@ucdavis.edu).

#### TRAVELER INFORMATION

Campus Affiliation: Faculty/Staff    Student    Guest    Other	U.S. Citizen: Yes    No
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Name:	Email:
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Address (Non-Employees Only):

**PLEASE COLLECT ALL RECEIPTS FROM YOUR TRIP TO COMPLETE THE INFORMATION BELOW**

#### TRIP INFORMATION

Trip Start Date/Time:	Trip End Date/Time:
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Trip Destination:

**Business Purpose of Trip** (Please be as detailed as possible):

#### EXPENSE INFORMATION *(Paid by Corporate Card/Visa, Out-Of-Pocket, CST, or other)*

<b>LODGING</b> (\$275/NIGHT MAX) <sup>2</sup>	<b>AIRFARE</b> <sup>3</sup>	<b>REGISTRATION</b> <sup>4</sup>
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Amount:	Amount:	Amount:
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Paid by:	Paid by:	Paid by:
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<b>RENTAL CAR</b> <sup>5</sup>	<b>GAS FOR RENTAL CAR</b> <sup>6</sup>	<b>VEHICLE INFO</b> <sup>7</sup>
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Amount:	Amount:	License Plate#:
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Paid by:	Paid by:	
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#### **MILEAGE FOR PERSONAL VEHICLE**<sup>8</sup> *(Calculated using most direct route on Google Maps)*

Date(s):	Round Trip: Yes    No
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Origin Address:

Destination Address:

#### DAILY TRIP EXPENSES

DATE	MEALS <sup>9</sup> (\$62/Day Max)	PARKING / TOLLS <sup>10</sup>	TAXI / UBER / LYFT <sup>11</sup>	SHUTTLE / BUS <sup>12</sup>	TRAIN <sup>13</sup>	MISC. <sup>14</sup>	TOTAL PAID BY:	
							CORP CARD/VISA	Out of Pocket
<b>TOTAL:</b>								

Explanation of Miscellaneous Expense:

#### ACCOUNT INFORMATION

**Accounts to Charge** (This information is **needed** to process. If unsure, please contact Fiscal Officer):

## Instructions

**Immediately after your trip-end date**, complete this form and submit it with all required receipts to your Business Officer Staff (Hart Business Office is located in 2201 Hart Hall) for processing. Do not submit expenses for another traveler unless you have prior approval for Group Travel. Receipts must be itemized when possible, show method of payment, legible, and are always required for airfare, lodging, car rental, and conference registration regardless of amount. Travel expenses are reimbursed after the conclusion of trips. **NOTE: Expenses submitted after 30 days WILL be subject to tax.**

## Explanation of Expenses

- 1. Per Diem:** For foreign travel and travel outside of continental US (OCNUS), travelers have the option of claiming actual expenses **or** per diem. Per diems are calculated based on rates established by the US Department of State based on location and are subject to change. Visit the Department of State's website at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) for current rates. Complete trip itineraries including dates and times of travel are required when claiming per diem.
- 2. Lodging:** The maximum reimbursable amount for lodging is **\$275 per night**, not including taxes and fees. Itemized receipts showing the method of payment & a zero balance are required for reimbursement for any dollar amount. **NOTE: Lodging purchased as part of a travel "package" or "bundle" are not allowed.**
- 3. Airfare:** Only Economy/Coach class fares are reimbursable under UC policy. Personal "points" and miles, if used, are not reimbursable. Requests for exceptions for upgrades, including early check-ins, should be directed to Rolando Pinedo, and are only reimbursable with prior approval. **NOTE: Airfare purchased as part of a travel "package" or "bundle" are not allowed under UC policy.**
- 4. Registration:** Itemized receipts showing the method of payment & a zero balance are required for any dollar amount.
- 5. Rental Car:** Whenever possible, rental cars should be booked via AggieTravel (credit card required). UC has negotiated contracts with Hertz, National, Enterprise, Dollar, and Thrifty, which include full coverage for CDW (collision/damage waiver, which covers loss/damage) and LDW (liability /damage waiver, which covers 3rd party liability) for business rentals in the United States. As such, travelers should **DECLINE any CDW, LDW, or SLI** offered at the rental counter, as they **will NOT be reimbursed**. If booking via AggieTravel isn't possible, travelers should provide the UC agreement IDs to the rental agency *at the time of reservation* to get the included insurance coverage: **Hertz** (ID# 72104), **Enterprise & National** (ID# XZ30C01). **NOTE: Rental cars purchased as part of a travel "package" or "bundle" are not allowed under UC policy.**
- 6. Gas for Rental Car:** Itemized receipts showing the method of payment are required for transactions over \$74.99.
- 7. Personal Vehicle Info:** This is only required if you want to claim mileage. Please remember to fill out the university mileage form (<https://supplychain.ucdavis.edu/forms/travel-entertainment>) if there are multiple stops on your trip.
- 8. Mileage for Personal Vehicle:** You may claim mileage if your personal vehicle is used for business travel, and if driving is the most economical method of transportation. Mileage will be calculated by using the most direct route on Google Maps. Effective January 2019, **the reimbursement rate for mileage is 58.0 cents per mile**. Rate is subject to change. Please remember to fill out the university mileage form (<https://supplychain.ucdavis.edu/forms/travel-entertainment>) if there are multiple stops on your trip.
- 9. Meals:** Meals are only reimbursable if the trip involves overnight travel. **The daily meals maximum is \$62.**
- 10-13. Ground Transportation Expenses:** Itemized receipts showing the method of payment are required for transactions over \$74.99. Receipts showing the detailed trip itinerary, regardless of amount, may be required when claiming per diem for foreign travel.
- 14. Miscellaneous Expenses:** Itemized receipts showing the payment method & a zero balance are required for transactions over \$74.99.

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