

TRAVEL POLICIES

Complete University Travel Policies, Procedures, and Information is available at

<http://www.abs.uci.edu/depts/acctg/travel.html>

Below is a summary that addresses the most frequently asked questions

NON- US CITIZEN PAYMENTS AND REIMBURSEMENTS ARE RESTRICTED OR NOT ALLOWED ON SOME VISA TYPES. TRAVELER STATUS MUST BE REVIEWED BY DEAN'S OFFICE ACADEMIC PERSONNEL COORDINATOR, PRIOR TO INITIATING TRAVEL.

Documentation Requirements

Original receipts that show method of payment are required for the following:

- Airfare – Original passenger receipt from back of ticket book is sufficient **EXCEPT WHEN TICKET IS:**
 1. electronic or ticketless – receipt must be requested from airline when placing reservation.
 2. consolidated or discount ticket – need passenger receipt AND invoice/itinerary from travel agency or copy of credit card statement showing itemized expense.
- Lodging (itemized express check-out statement showing form of payment is acceptable)
- Car Rental
- Non-Local Transportation
- Miscellaneous expense receipts over \$25 (e.g., taxi, parking, copying, tips, meals, etc.)
- Original receipts are required at all times. Please tape all receipts to 8 ½ x 11" sheet of paper. Please do not staple or paperclip.

Conference Registration forms are only required to pay the conference directly or to reimburse the traveler for registration fees paid out-of-pocket. Registration forms are no longer required with the travel voucher if paid previously by the University.

Conference Hotel - University will compensate up to a maximum rate of \$ 200.00. If hotel is over \$200.00 then proof is required that conference was held at the hotel. Taxi and limo reimbursements would be from the airport to the hotel and back only.

Per Diem for Domestic Travel

(information on Foreign Per Diem rates can be obtained via the web at <http://www.state.gov/www/perdiems/index.html>)

Hotel - \$200

Meals & Incidentals: \$46.00

If travel is limited to 7 AM – 7 PM, the traveler should not claim meals.

In the case of partial day reimbursement resulting from mid-day departure and arrival times, breakfast can be claimed if traveler leaves their home before 7 AM or arrives after 9 AM; lunch – departure before 11 AM and arrival after 2 PM; dinner – departure before 5 PM and arrival after 7 PM.

NOTE: Business meals for which traveler is requesting reimbursement for group food & beverage expenses will be processed separately and requires submission of a list of attendees and a statement of business purpose.

Additional Remarks: _____

¹Per Diem rates shown are for domestic travel only in the continental U.S.

²Phone calls on hotel bill will be treated as personal unless otherwise noted by writing "business call"(s) on hotel bill. Omit personal charges from itemization above.