

Before you travel – Seminar Speakers and UCR Guests

Before You Travel

❖ Travel Reporting:

- Please note that the below are common guidelines and are **NOT** the entirety of the [UC Travel Policy \(G-28\)](#)
- If you need assistance and/or have questions, please email the Travel Coordinator or emnadmin@ucr.edu
- If you incur expenses during your trip, you will fill out a “Travel Expense Report (Non-UCR Employees)” once you have completed travel. <https://emn.ucr.edu/travel-entertainment>
- Collect original itemized receipts for all expenses you are planning to claim.
- **DO NOT PAY ON BEHALF OF OTHERS FOR ANY TYPE OF TRAVEL EXPENSE**
- All travelers must pay for their own expenses if they are to be reimbursed – no exception.

❖ Transportation:

- **Airfare**
 - Seminar speakers and UCR guests typically purchase their own airfare and are reimbursed at the end of their trip. This is the preferred option as airfares purchased through our travel system are non-refundable and a \$200 fee will be charged if it is canceled or changed.
 - **DO NOT** purchase airfare with frequent flyer points, credits or any other such method as these are NOT reimbursable – no exception.
 - Preferred seating and early bird check-in are **NOT** reimbursable unless you have a Dr's note.
 - **DO NOT USE INTERNET VENDORS TO PURCHASE TRAVEL PACKAGES** – Packages sold on websites such as Expedia or Priceline do not have itemized receipts and are not reimbursable
 - Please use US Carriers when purchasing airfare (unless you are traveling from a foreign country, then contact emnadmin@ucr.edu).
 - An airfare comparison for the dates of UC related business will be required for all trips involving personal days; you will be reimbursed the most economical option.
- **Ground Transportation in Lieu of Flying**
 - Mileage for personal vehicles is reimbursable if it is the most economical and common mode of transportation or you have a UCR business-related reason for driving instead of flying. (Justification will need to be specified on your expense report.) If you do not have a business reason for driving in lieu of flying, an airfare comparison will need to be provided and you will be reimbursed the lesser amount.
 - Charges for additional insurance or collision damage waivers for rental vehicles are not reimbursable.
 - Gas is reimbursable for rental vehicles only.
- **Other Transportation:**
 - Uber, Lyft, and taxis are used for travel to/from airports, lodging, and UCR campus and can be submitted for reimbursement on a travel expense claim once your travel is completed.
- **Lodging:**
 - UCR has nearby hotels with contracted pricing which can be reserved and pre-paid by UCR. In order to request a hotel reservation with UCR contracted hotels please fill out the Request for UCR guests to stay at UCR Contracted Hotels form [here](#).
 - If you purchase your own lodging, your receipts must show a breakdown of the charges per night such as a hotel folio.
 - If you arrange your own lodging, receipts with any additional expenses, such as parking or meals, you must exclude these amounts from your receipt and claim in the appropriate category when filling out your expense report.

❖ Reimbursements:

● Receipt Requirements

- ALL receipts **MUST BE ITEMIZED** (include all the following information):
 - Business name with address/phone number
 - Date of purchase

- List of items purchased
 - Total cost
 - Method of payment (cash, credit, etc.)
- o Airfare receipts must show the itinerary along with the payment method.
- o Any expenses under \$75 will not require a receipt to be uploaded on your travel expense report.
- **Meals**
 - o Such expenses shall be reimbursed if you have lodged overnight.
 - o Meals paid on behalf of others are **NOT** reimbursable.