

Travel Regulations

Traveler Role/ UCOP Policy G-28

Let your administrator know that you intend to travel. They will be able to tell you all the rules for both domestic and international travel, and may even be able to help you plan, book and submit payment for your travel.



Timely Submission of Expense Report

All expense reports must be complete, accurate, and submitted within 45 days after incurring of the expense to ensure timely reporting of expenses and to avoid potential IRS tax implications. After 60 days the expense will be considered as taxable income.

End of State-Funded Travel Ban

On September 9, effective immediately, all travel restrictions previously in place to those states WITH DISCRIMINATORY LAWS have now been lifted.

Retreats

A retreat **primarily** serves as a focused environment for work-related activities where teams can concentrate on strategic planning, problem-solving, or skill development away from their usual workplace distractions. Team building and or morale activities can take place but **MUST** be secondary.

Meals & Incidental and Lodging Expense Rates For Travel Within the USA

- The daily cap for M&IE of **\$79** should not be treated as a per diem and on 4th day of claiming actual costs up to **\$79** itemized receipts must be provided even if under \$75.00.
- Meals can only be reimbursed if travel exceeds both 40 miles from the headquarter location or home, whichever is closer, **and** in excess of 24hrs.
- **Alcoholic beverages cannot be claimed as part of the daily M&IE subsistence allowance either while traveling domestically or internationally, no matter the fund source.**

For higher rates above the allowable \$333 nightly room rate:

- Provide price comparisons of other hotels in area to the conference showing your hotel is the least costing option. The search must be prior to and for the same dates as the conference.
- The traveler can stay at the conference hotel even if higher than \$333 cap - provide the agenda.
- If the conference group rate discount is higher than \$333 that's ok - provide the supporting bill.

If any of these requirements are met, Dean's Office approval is NOT required.

The Dean's Office exceptional approval is required when the room rate is in excess of \$333 per night Within the USA and :

- Comparison room rate dates are not the same as the actual dates stayed, **unlikely to be approved**
- Price comparison room does not match the room type stayed in, **unlikely to be approved**
- No comps or justification for exceeding \$333 per night, **unlikely to be approved**
- Paying for another traveler's hotel stay,
- Larger room size because a personal guest(s) accompanying the traveler, **unlikely to be approved**

Meals & Incidental and Lodging Expense Rates For International Travel

- The daily cap for M&IE is set by DOD location rates. The cap **can** be treated as a per diem.
- Hotel rates are actual up to 200% of the DOD location rate.
- Above 200% and The Dean's Office exceptional approval is required but cannot approve past 300%.

Travel Regulations - Continued

Traveler Role/ UCOP Policy G-28

Conference Dates

Overnight stay is only allowed when traveling 40 miles away from either the usual place of work or home whichever is nearer to the destination. 1 day prior and after a conference is allowed though extra days require justification and exceptional approval.

Travel & Car Rental Insurance

All University travelers, including employees, medical residents, students, and fellows, are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while on official travel status. For more detailed information please visit. <https://rmis.ucsf.edu/business-travel-insurance>

Rental Vehicle

Use of a rental vehicle must be determined cost effective against other usual modes of travel e.g. a taxi for same the trip and should only be mid range model not an SUV, deluxe etc. If a rental vehicle cost is not determined cost effective, a request for reimbursement may not be granted or may be restricted to an amount equal to the cost of more cost effective vehicle e.g. a taxi.

Final Interview Travel Expenses

Travel expenses may be reimbursed for spouses/ families who accompany candidates for faculty or high-level administrative positions on *final* interviews only. These expenses require exceptional approval from the SOM Dean's Office and may not be charged to Federal or state funds.

Dependent Care Travel Expenses

The types of circumstances that the SOM Dean's Office might approve as taxable reimbursements are:

- Two UC employees with joint dependent care responsibilities are on University business (e.g., conference, meeting, training, etc.);
- An employee on University travel status has a dependent who requires twenty-four hour care;
- Prospective faculty on the final interview needs to bring their dependent(s) to the interview. Due to the taxability of these expenses, complete a Travel Expense Voucher (TEV) with the proper documentation *and SOM Dean's Office approvals* and email to COAPMail@ucsf.edu for processing.

Economy Plus and Other Ancillary Charges

Exceptional approval is no longer needed for reimbursement of charges such as:

- Carry-on baggage, early check-in or priority boarding fees,
- **Economy Plus tickets ok (do not require exceptional approval)**
- **Economy Premium falls under the same rules as business and first class.**

Economy Premium, Business Class & First Class

Exceptional approval is not required when booking business class seating when purchased:

- to accommodate a disability (redacted medical note required),
- An itinerary involves overnight travel without an opportunity for normal rest before the first meeting.

Other avenues to combat a long journey, jetlag etc. must be considered before purchasing overnight flights/ business class seating. E.g. arriving 24/ 48hrs early, changing a work schedule to accommodate leaving earlier, asking the non-UCSF host to fund the upgrade etc. Reasonable documentation supporting the need for business class is required for both outbound and return flights.

First Class may only be purchased when it is the only additional class offered above economy.

Supporting documentation **MUST** be provided and **sent to the Dean's Office for final approval.**

Approving Travel Expenses

Approver Role/ UCOP Policy G-28

Timely Submission of Expense Report

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Meals & Incidental and Lodging Expense Rates For Travel Within USA

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- **Alcoholic beverages cannot be claimed as part of the daily M&IE subsistence allowance either while traveling domestically or internationally, no matter the fund source.**

For higher rates above the allowable **\$333** nightly room rate:

- Provide price comparisons of other hotels in area to the conference showing your hotel is the least costing option. The search must be prior to and for the same dates as the conference.
- The traveler can stay at the conference hotel even if higher than \$333 cap - provide the agenda.
- If the conference group rate discount is higher than \$333 that's ok - provide the supporting bill.

If any of these requirements are met, Dean's Office approval is NOT required.

The Dean's Office exceptional approval is required when the room rate is in excess of \$333 per night **Within the USA** and :

- Comparison room rate dates are not the same as the actual dates stayed, **unlikely to be approved**
- Price comparison room does not match the room type stayed in, **unlikely to be approved**
- No comps or justification for exceeding \$333 per night, **unlikely to be approved**
- Paying for another traveler's hotel stay,
- Larger room size because a personal guest(s) accompanying the traveler, **unlikely to be approved**

Meals & Incidental and Lodging Expense Rates For International Travel

- The daily cap for M&IE is set by DOD location rates. The cap **can** be treated as a per diem.
- Hotel rates are actual up to 200% of the GSA location rate.
- Above 200% and The Dean's Office exceptional approval is required but cannot be approved past 300%.

NOTE: ALL Expenses paid from UCSF Funds must conform to UCOP & UCSF Policies. In some situations a request to pay an expense may trigger the need for a justification e.g. Non-economy seating request. If unallowable under UCOP/UCSF policies the request could be denied even if the host approves and will ultimately reimburse the university.

In addition, travelers will not be reimbursed for non-cash certificates used for the purchase of transportation tickets, e.g. frequent flyer miles.

Approving Travel Expenses

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Retreats

A retreat **primarily** serves as a focused environment for work-related activities where teams can concentrate on strategic planning, problem-solving, or skill development away from their usual workplace distractions. Team building and or morale activities can take place but **MUST** be secondary.

Rental Vehicle

Use of a rental vehicle must be determined cost effective against other usual modes of travel e.g. a taxi for same the trip and should only be mid range model not an SUV, deluxe etc. If a rental vehicle cost is not determined cost effective, a request for reimbursement may not be granted or may be restricted to an amount equal to the cost of more cost effective vehicle e.g. a taxi.

Economy Plus and Other Ancillary Charges

Exceptional approval no longer needed for reimbursement of extra charges such as:

- Carry-on baggage fees,
- Early check-in or priority boarding,
- **Higher cost economy Plus tickets ok but an *upgrade* from a normal coach ticket would require exceptional approval.**
- Economy Premium falls under the same rules as business and first class.

Economy Premium, Business Class & First Class

Exceptional approval is not required when booking business class seating when purchased:

- To accommodate a disability (redacted medical note required),
- An itinerary involves overnight travel without normal rest before the start of the first meeting.

Other avenues to combat a long journey, jetlag etc. must be considered before purchasing overnight flights/ business class seating. E.g. arriving 24/ 48hrs early, changing a work schedule to accommodate leaving earlier, asking the non-UCSF host to fund the upgrade etc. Reasonable documentation supporting the need for business class is required for both outbound and return flights.

First Class may only be purchased when it is the only additional class offered above economy and supporting documentation **MUST** be provided.

What should be attached?

1. Justification, medical note, supporting documents if seating is anything but coach.
2. *Itemized* receipt for both airfare and lodging.
3. Receipts for all expenses over \$75 and itemized if for food/ beverages.
4. Missing receipt form if no receipt or receipt not itemized for meals.
5. Screen shot or other supporting document if claiming 'equivalent' costs.
6. Travel purpose, invitation , itinerary or other conference / meeting info.
7. Summary of restricted fund source (4***, 7*** and 18**) to show allowabilty of expense.

Expense reports should be submitted and approved no later than 45 days after the completion of a trip or event. Later, and payment/ reimbursements may be reported to the IRS as taxable income.

Submitting Travel Expenses

Requester or Delegate Role/ UCOP Policy G-28

Timely Submission of Expense Report

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Meals & Incidental and Lodging Expense Rates For Travel Within USA

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| <ol style="list-style-type: none"> 1. Expense type should be 'Travel – Domestic/ Foreign' 2. For exceptional approval add Simon Schuster as 'user added approver' AFTER the default approver. | <ol style="list-style-type: none"> 1. For airplane, Car Rental or Hotel Booking only. 2. Email all dept. signed documents to The SOM Dean's Office and file response in your dept's. SAS 115 file. |
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Economy Plus and Other Ancillary Charges

Exceptional approval no longer needed for reimbursement of extra charges such as:

- Carry-on baggage fees. Early check-in or priority boarding. **Higher cost economy Plus tickets ok but as an *upgrade* from a normal coach ticket would require exceptional approval.**
- **Economy Premium falls under the same rules as business and first class.**

Premium, Business Class & First Class

Exceptional approval is not required when booking these class of seating when purchased :

- to accommodate a disability (redacted medical note required),
- An itinerary involves overnight travel without normal rest before the start of the first meeting.

Other avenues to combat a long journey, jetlag etc. must be considered before purchasing overnight flights/ business class seating. E.g. arriving 24/ 48hrs early, changing a work schedule to accommodate leaving earlier, asking the non-UCSF host to fund the upgrade etc. Reasonable documentation supporting the need for business class is required for both outbound and return flights.

First Class may only be purchased when it is the only additional class offered above economy and supporting documentation **MUST** be provided.

Business and First Class seating requires exceptional approval from the Dean's Office

Submitting Travel Expenses - Continued

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Rental Vehicle

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Nightly lodging cap of \$333 room rate.

For higher rates:

- Provide price comparisons of other hotels in area to the conference showing your hotel is the least costing option. The search must be prior to and for the same dates as the conference.
- The traveler can stay at the conference hotel even if higher than \$333 cap - provide the agenda.
- If the conference group rate discount is higher than \$333 that's ok also but provide supporting bill.

If any of these requirements are met, Dean's Office approval is NOT required.

The Dean's Office exceptional approval is required when the room rate is in excess of \$333 per night **Within the USA** and :

- Comparison room rate dates are not the same as the actual dates stayed, **unlikely to be approved**
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