

# 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 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.

## 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. An itinerary or agenda must be included as part of the supporting documentation.

## 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.
- The hotel nightly limits are actual costs up to 300% of the DOD location rate.

## Meals & Incidental and Lodging Expense Rates For Domestic Travel

- The daily cap for meals and incidental expenses of \$92 should not be treated as a per diem, and on the 4th day of claiming actual costs up to \$92, itemized receipts must be provided even if under \$75.00.
- Meals can only be reimbursed if travel exceeds 40 miles from the headquarters location or home, whichever is closer, and more than 24hrs.

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

- Provide price comparisons of other hotels in the area to the conference, showing your hotel is the least cost option. The search must be made at the same time as booking your actual stay and for the dates of the conference.
- The traveler can stay at the conference hotel even if it is higher than the \$333 cap - attach the agenda.

## Indirect Travel and or Extending a Trip

When a traveler takes an indirect route, interrupts, or extends a trip for non-University business, they must cover any extra costs. Reimbursement will be based on actual expenses or the comparison cost of the usual route and/ or authorized dates, whichever is lower, and must be obtained prior to or at the time of booking the trip.

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

**The Dean's Office's approval is required when the comparison quotes don't include or match:**

- Room type or airline seat type, **unlikely to be approved**
- Comparison dates don't match when the actual flight tickets were bought, **unlikely to be approved**
- No comps or policy valid justification for exceeding \$333 per night, **unlikely to be approved**
- Paying for another traveler's travel expenses. **unlikely to be approved**

**If no comp was recorded prior to travel, you can use 1 year ahead minus 1 day.**

# 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 to and after a conference is allowed. Extra days require a 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 the same trip, and should only be a midrange 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 a more cost-effective vehicle, e.g., a taxi.

## Final Interview Travel Expenses

Travel expenses may be reimbursed for spouses/ families who accompany candidates 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. House hunting expenses are not allowed.

## 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., conferences, meetings, 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.

Dean's Office approval must be obtained before travel. After travel, the necessary forms should be attached to the expense report and submitted again to the Dean's Office for final approval.

## 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/ Extra seating 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),
- Travel is overnight without an opportunity for normal rest before the first meeting.
- When there are comparison quotes that prove it is cheaper than economy or there are no economy class options.

When booking business class, other options should be considered, such as arriving 24 hours early (48 hours with exceptional approval), adjusting the schedule, or asking the non-UCSF host to cover the upgrade. Documentation is required to justify business class for both outbound and return flights.

**First Class** or similar may only be purchased when it is the only additional class offered above economy and there no other major airlines offering business class to the same destination.

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

All expense reports must be complete, accurate, and submitted within 45 days after incurring 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.



## 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.
- The hotel nightly limits are actual costs up to 300% of the DOD location rate.

## Meals & Incidental and Lodging Expense Rates For Domestic Travel

- The daily cap for meals and incidental expenses of \$92 should not be treated as a per diem, and on the 4th day of claiming actual costs up to \$92, itemized receipts must be provided even if under \$75.00.
- Meals can only be reimbursed if travel exceeds 40 miles from the headquarters location or home, whichever is closer, and more than 24hrs.

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

- Provide price comparisons of other hotels in the area to the conference, showing your hotel is the least cost option. The search must be made at the same time as booking your actual stay and for the dates of the conference.
- The traveler can stay at the conference hotel even if it is higher than the \$333 cap - attach the agenda.

## Indirect Travel and or Extending a Trip

When a traveler takes an indirect route, interrupts, or extends a trip for non-University business, they must cover any extra costs. Reimbursement will be based on actual expenses or the comparison cost of the usual route and/ or authorized dates, whichever is lower, and must be obtained prior to or at the time of booking the trip.

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

**The Dean's Office's approval is required when the comparison quotes don't include or match:**

- Room type or airline seat type, **unlikely to be approved**
  - Comparison dates don't match when the actual flight tickets were bought, **unlikely to be approved**
  - No comps or policy valid justification for exceeding \$333 per night. **unlikely to be approved**
  - Paying for another traveler's travel expenses. **unlikely to be approved**
  - A medical note is from a colleague from the same department as the traveler. **Will not be approved**
- If no comp was recorded prior to travel, you can use 1 year ahead minus 1 day.**

**NOTE:** All expenses paid from UCSF funds must comply with both UCOP and UCSF policies. In certain cases, a justification may be required, such as when a host agrees to reimburse a UCSF employee for business class travel, but the employee initially uses UCSF funds. Even if the host approves and plans to reimburse UCSF, the request may be denied if it does not align with UCOP or UCSF policies.

# Approving Travel Expenses

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## Retreats

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## Rental Vehicle

Use of a rental vehicle must be determined cost-effective against other usual modes of travel, e.g., a taxi for the same trip, and should only be a midrange 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 a more cost-effective vehicle, e.g., a taxi.

## Economy Plus and Other Ancillary Charges

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

- Carry-on baggage fees,
- Early check-in or priority boarding,
- **Higher cost economy Plus/ Extra seating ok.**
- 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 these classes 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.
- With comparison quotes showing it's cheaper than economy/ no economy options are available.

Before booking business class, other options should be considered, such as arriving 24 hours early (48 hours with exceptional approval), adjusting the schedule, or asking the non-UCSF host to cover the upgrade. Documentation is required to justify business class for both outbound and return flights.

**First Class** or similar may only be purchased when it is the only additional class offered above economy and there no other major airlines offering business class to the same destination.

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

## 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., conferences, meetings, 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.

Dean's Office approval must be obtained before travel. After travel, the necessary forms should be attached to the expense report and submitted again to the Dean's Office for final approval.

## What should be attached?

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

**Expense reports should be submitted and approved no later than 45 days after the completion of a trip or event. Later, 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

All expense reports must be complete, accurate, and submitted within 45 days after incurring 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.



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

- The daily cap for M&IE of \$92 should not be treated as a per diem, and on the 4th day of claiming actual costs up to \$92, itemized receipts must be provided even if under \$75.00.
- When the entire length of a trip is less than 24 hours, M&IE shall not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt.



1. Expense type should be ‘Travel – Domestic/ Foreign’
2. For exceptional approval add Simon Schuster as ‘user added approver’ **AFTER** the default approver.

1. For airplane, Car Rental, or Hotel Booking only.
2. Email all dept. signed documents to The SOM Dean’s Office and filed a response in your dept. SAS 115 file.

## What should be attached to the report?

1. Justification or medical note if seating is economy premium, business, or first class.
2. *Itemized* receipts 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. Screenshot 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 allowability of expense.

## Economy Plus and Other Ancillary Charges

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

- Carry-on baggage fees. Early check-in/ priority boarding. **Higher cost economy Plus seating OK.**

## Economy Premium, Business Class & First Class

Exceptional approval is not required when booking these classes 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.
- when there are comparison quotes that prove it is cheaper than economy or there are no economy class options. Supporting documentation required.

Before booking business class or overnight flights, other options should be considered, such as arriving 24 hours early (48 hours with exceptional approval), adjusting the schedule, or asking the non-UCSF host to cover the upgrade. Documentation is required to justify business class for both outbound and return flights.

**First Class** or similar may only be purchased when it is the only additional class offered above economy and there no other major airlines offering business class to the same destination.

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



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## Rental Vehicle

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## **Meals & Incidental and Lodging Expense Rates For Domestic Travel**

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- Paying for another traveler's travel expenses. **unlikely to be approved**

**If no comp was recorded prior to travel, you can use 1 year ahead minus 1 day.**