



UNIVERSITY OF CALIFORNIA TRAVEL POLICY

INTERNATIONAL TRIPS

This flyer explains how to adequately plan and substantiate the most common expenses you will incur during international trips with a single destination or multiple destinations. You may use the Berkeley Law Travel Report Form-International Trips or the travel form templates available on the [CSS website](#). You should submit your travel report **within 45 days** of your return to home or office.

BUSINESS TRAVEL INSURANCE

When traveling on official University business and properly insured, employees and students are **covered worldwide, 24 hours a day, for a wide variety of accidents and incidents**. Print and carry your travel insurance card on your trip and remember to leave a copy with your office or family.

What you need to do:

Book your travel through Connexus travel agents. Travel insurance coverage, coverage confirmations, and insurance cards are automatically issued to the traveler.
Travel booked without a Connexus travel agent – register for insurance coverage in advance of departure via the [Connexus](#) website.

TRAVEL CASH ADVANCE

A travel cash advance may be requested for international trips, especially when traveling to under-developed countries. Only one cash advance may be outstanding at any given time, and all cash advances must be accounted for **within 45 days** after a trip has been completed.

A cash advance must be returned immediately if a trip is canceled.

A travel report must be submitted even if you are not owed any additional reimbursement. Any unused portions of a cash advance must be refunded at the time you submit your travel report form.

What you need to do:

Request a travel cash advance by following the instructions on the flyer: *How to Prepare a Travel Advance Request*.

Refund any unused portion of a travel cash advance via personal check made payable to UC Regents. Attach this check to your completed and signed *Travel Expense Form-International Trip*.

A travel reimbursement request with a **travel cash advance refund** does not require a BearBuy cart. Instead, the form and refund check should be sent via campus mail to CSS for payment processing:
7600, Carrie Jones, CSS B&FS, 1608 4th Street

BUSINESS PURPOSE OF YOUR TRIP

Your trip must have a clear business purpose in order for you to receive tax-exempt reimbursement for your travel expenses. Under no circumstances should personal travel expenses be charged to, or temporarily funded by, the University.

Hosted trips - if your trip expenses will be reimbursed by an off-campus host, you should not use University funds to prepay any trip expenses, including airfare. The best practice is to use your personal credit card for these expenses and to seek reimbursement directly from your host.

What you need to do:

Include a copy of **any document that describes the event**, such as a program, agenda, invitation, announcement, or e-mail message. This is the easiest way to explain the trip's business purpose.

At the very least, **provide the complete title of the conference or meeting** (no acronyms) or a concise description of why you took the trip.

For travel supported by contract and grant funds, include the project title or keywords in your business purpose.

AIR TRAVEL

Always use a **Connexus travel agent** to book your flights and bill the cost directly to a chartstring (DBID).

Fly America Act – only U.S. carriers shall be used for all travel reimbursed from federal contract and grant funds, unless a permissible exception exists.

Approval must be obtained in advance for **air travel via first or business class service**, and for use of Economy Plus® and similar **seat upgrades** when used in lieu of first or business class for a qualifying condition.

Avoid purchasing discounted travel packages from other internet vendors unless you can confirm that every item in the package will be itemized separately (airfare, hotel

What you need to do:

Provide a copy of your direct-billed airline itinerary with our reimbursement request, or ask your budget officer to retrieve a copy of your itinerary from the DBID system.

If you paid any special fees in addition to your airfare, or purchased a one-day club membership, remember to explain the business purpose on receipts.

If you used first or business class service, or a seat upgrade, include documentation describing the circumstances.

Seat upgrades for non-qualifying conditions and internet travel packages lacking adequate detail cannot be reimbursed. IRS rulings on these issues prevent the University from making any exceptions.

<p>daily room rate, number of nights, and tax/fees, for example). Airline and airport club membership fees are not eligible for reimbursement. One-day club memberships may be eligible for reimbursement as a miscellaneous travel expense if required for a business purpose.</p>	<p>No reimbursement is permitted when airfare is paid via redemption of frequent flyer miles.</p>
<p>GROUND TRANSPORTATION</p> <p>Park/Sleep/Fly packages offered by the traveler’s local airport hotels are not eligible for reimbursement as a business-related expense. Local public transportation, shuttles, and taxis are allowed.</p>	<p>What you need to do:</p> <p>When no receipts are available, make a note of expenses, including any tips, as you incur them.</p>
<p>AUTOMOBILE TRAVEL</p> <p>When you drive your private automobile to/from your local airport, you can be reimbursed for mileage at the current IRS rate of 57.5¢ per mile (as of 1/1/15, 56¢ for 2014 trips). You cannot be reimbursed for gasoline purchases or for any roadside assistance if you have car trouble during your drive. The IRS includes these costs in the standard mileage rate.</p>	<p>What you need to do:</p> <p>Provide your vehicle license number and city/state of your residence on your travel form to receive mileage reimbursement. If possible, include the page from any mapping program that shows the number of miles between your point of departure and the airport – double the mileage for a roundtrip. Remember to redact your home address if displayed on the printed page.</p>
<p>RAIL TRAVEL</p> <p>Inter-city rail travel that is equivalent to air transportation is allowed. Reimbursement for the cost of economy roomette accommodations is allowed. When accommodations are included in the rail fare, the traveler is not eligible for a lodging per diem or reimbursement of hotel expenses for the same nights.</p>	<p>What you need to do:</p> <p>Submit an itemized rail fare receipt with your reimbursement request.</p>
<p>LODGING, MEALS AND INCIDENTALS</p> <p>You should only claim actual M&I and lodging expenses up to the per diem rates for your destination. “Lodging” includes a single-occupancy room rate, along with associated taxes and fees. Sharing your room with a non-business traveler, such as your spouse, does not impact your reimbursement when the single rate is the same as the double-occupancy rate.</p> <p>When there is a difference in room rates and you have shared your room with a non-business traveler, ask the front desk at check-out to quote the single rate and associated taxes and fees.</p>	<p>What you need to do:</p> <p>You do not need receipts when using per diem rates to report expenses.</p> <p>You do need a zero-balance hotel receipts (itemized charges and payments) if you are reporting actual hotel expenses.</p> <p>Personal services, such as mini-bar use, in-room movies and spa treatments, are not eligible for reimbursement. If these charges appear on your bill and you are reporting actual expenses, deduct them from the total and make sure you clearly indicate that they are not to be reimbursed as business expenses.</p> <p>For a shared room with a non-business travel companion, make a note of the single-room rate directly on your zero-balance receipt – this rate will be your reimbursement.</p>
<p>If you need to cancel a hotel reservation, make sure to do this in advance to avoid a penalty and always get a cancellation number.</p>	<p>Unless you have a compelling business reason for not having cancelled a hotel reservation in advance, you may find that the penalty, typically the cost of one night’s stay, is not eligible for reimbursement.</p>
<p>If you stay with a friend or relative while on official University business, you may provide your host with a non-cash gift (flowers, groceries, restaurant meal) – one gift per stay.</p>	<p>The actual cost of a gift to your host is eligible for reimbursement up to \$75. Receipts are required for gifts costing \$25 or more.</p>
<p>“Incidentals” are separate tips and gratuities paid to baggage handlers, porters, bellhops, maids and such. Meal and taxi tips should be included in the reported costs of those services.</p>	<p>Incidentals are included in the M&I per diem rate. If you are reporting actual expenses, make a note of your reasonable actual tips and gratuities as you incur them.</p>
<p>If you host a business meal with colleagues during your trip, you can be reimbursed for the full cost of the meal, up to the appropriate per-person meal limits, as “entertainment while on travel status.”</p>	<p>For group meals, provide the names and business affiliations of meal participants and a description of the business purpose along with your receipt. Per-person meal expense limits are available on the entertainment policy flyer.</p>

Miscellaneous and business office expenses are allowed. These costs include fax and computer fees, laundry or cleaning of clothes (if trip exceeds six days), phone calls, meeting or interview room rental fees for transaction of official business, registration or entry fees, checked or stored baggage, airline excess baggage fees, overnight delivery charges, and postage.

Special fees for foreign travel are also allowed, including actual costs of obtaining a passport and/or visa with photographs, research permits, certificates (birth, health, identity, related affidavits), required inoculations and medical evacuation insurance, and currency conversion and check-cashing or foreign ATM fees. Costs related to hiring guides, translators, and interpreters are also allowed.

Whenever possible, get a receipt for each miscellaneous expense and make a note of the business purpose on it. Receipts are required for all special fees related to foreign travel.

You may request reimbursement for special fees separately from your *Travel Report Form-International Trip* if you incur these expenses well in advance of your trip.

CALCULATING YOUR PER DIEMS

You may not request reimbursement of actual expenses for one portion of a trip and per diem for the remainder – the **method selected must be used for the entire trip**. Per diem rates are posted on the [U.S. Department of State](http://www.state.gov) website.

See the *Travel Report Form-International Trip* for a description of your four options for reporting your expenses.

What you need to do:

You may be **reimbursed at per diem rates less than the U.S. State Department rates by prior agreement** between the Berkeley Law clinic or center and the traveler.

Always report the full U.S. State Department per diem rates for your destination(s) on your Travel Report Form. Any by-agreement adjustment to the amount of your expense reimbursement will be noted in the Total Reimbursement Amount box on the form.

PER DIEM ADJUSTMENT - MULTIPLE LOCATIONS

The per diem clock starts upon your arrival at a destination and stops upon your departure from that destination.

What you need to do:

Use your airline itineraries and rail tickets to identify the dates and times of your arrival and departure at each destination.

PER DIEM ADJUSTMENT FOR PARTIAL DAYS

The time charged to each per diem location is prorated based on the number of hours spent at each travel destination. For partial days, hours are rounded to the nearest quarter day (6 hours).

What you need to do:

Calculate the number of hours you were at a destination on the first day and the last day of your stay. All days in between are full days (24 hours). Note the number of hours for each date in the Daily Expenses section of the travel report form.

Questions:
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