

Concur is the official booking site for all UC Business Travel

	<p>Coach and economy class airfare to be used. Higher-cost services are typically ineligible for reimbursement (see Blink for specific exceptions). Package deals or trip-insurance fees are generally non-reimbursable.</p>	<p>Itinerary receipt showing payment and fare class</p>
	<p>Most economical train fare to be used. <i>Business train travel makes business sense!</i></p>	<p>Itinerary receipt showing payment and fare class</p>
	<p>Rent a car when it's more cost effective to the University than other means, such as a taxi. Limit is intermediate size. Car bookings made through Concur Travel (UC's travel booking tool) include discount UC pricing and insurance coverage.</p>	<p>Itemized receipt</p>
	<p>Private Vehicle: Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. Mileage reimbursement rate published in Blink covers the overall cost for fuel/gas, lubrication, towing, repair, replacements, tires, depreciation, insurance, etc.</p>	<p>None for single trip; mileage log for multiple trips over \$75 in total</p>
	<p>Surface Transport in Lieu of Air: If advance approval was obtained, you may use surface transportation for personal reasons even though the lowest available airfare is most economical. Total reimbursement cannot exceed the equivalent of lowest airfare plus local transport to and from terminals.</p>	<p>Comparison of costs</p>
	<p>Hotel: UC maximum lodging rate for reimbursement is \$275 before taxes and mandatory hotel fees. Reserve using Concur Travel and use your Travel & Entertainment Card as payment (employees). Non-employees may request lodging to be prepaid by the University. Upgrades are typically ineligible for reimbursement. When an employee attends a local conference, they are not on travel status (no lodging or meal expense is eligible for reimbursement)</p>	<p>Itemized receipt (folio)</p>
	<p>May I stay with a friend/family member? Yes, but you may <i>not</i> pay them. A non-cash gift such as flowers, groceries or a restaurant meal is allowed but may not exceed \$75 (a receipt is required for any gift \$25+). Limit is 1 gift per stay (not 1 gift per night).</p>	<p>Receipt for non-cash gift \geq\$25 (includes tax)</p>
	<p>May I be reimbursed for renting a room from an individual instead of a hotel? Yes, but the individual must <i>first</i> be set up as a vendor (W-9 required) with the University via Payment Compass, even if the reimbursement will be made to you. Any lease must be between you and the lessor.</p>	<p>Receipt and W-9</p>
	<p>Meal and Incidental Expenses (M&IE) refers to meals + service tips during trips of 24 hours - 29 days in the continental U.S. Claim the actual amount spent up to a maximum (currently \$62 per day). Meals are not reimbursed for local events or when lodging is not included.</p>	<p>None, traveler to keep track of daily totals</p>
	<p>Per diem applies to travel to Alaska, Hawaii, U.S. Possessions, and foreign locations and any trips 30 days+ within the continental U.S. Per diem is based on a published rate for a specific location for meals, lodging, and service tips. Travelers should be reimbursed for their actual expenses up to the per diem rate. Travelers must claim actual expenses for lodging.</p>	<p>Same <i>unless</i> actuals exceed per diem – receipt required</p>
	<p>Miscellaneous:</p> <ul style="list-style-type: none"> UC San Diego travel policy, as published in Blink, is decisive. It has been adapted to UC San Diego's business procedures. The source for UC San Diego travel policy is UC Travel Policy and Regulations (G-28). Completed and approved expense reports must be submitted via Concur to UCSD Travel within 45 days of the end of travel. If late, they may be treated as taxable income and reported on the employee's W-2. You may share a room, shuttles, and cab rides with another traveler. Don't pay for another person's travel, including airfare, lodging, registration, meals, etc. Employees should be enrolled in UC Travel Insurance for each trip. With the exception of Southwest Air, enrollment is automatic if airfare was booked in Concur Travel. Documentation supporting the business purpose may be required (conference brochure, invite, agenda, etc.) Working with your department travel preparer will help insure any additional departmental requirements are met, including fund restrictions, required receipts, and a speedy reimbursement. 	