

Non-Employee Travel Guide

Please familiarize yourself with the following travel guidelines prior to planning your trip to the UC Davis Graduate School of Management. Expenses deemed unnecessary by the GSM will not be reimbursed. You may direct any questions or needs for clarification on any of the following points to:

businessoffice@gsm.ucdavis.edu

FOR ALL REIMBURSEMENTS:



- UC Reimbursement policy requires that you select the **least expensive mode of transportation possible**. If you choose to travel by a more expensive mode of transportation for convenience or otherwise the university will only reimburse for the lowest possible cost of transportation.
 - For example, say a traveler chooses to fly from the San Francisco Airport to the Sacramento Airport for \$170 and then take a Lyft to the GSM for \$30 (a \$200 trip). An Amtrak ticket from San Francisco to Davis on the same day is \$31 and a Lyft from the Amtrak station to the school is \$7. Even though the traveler spent \$200, the university will only reimburse \$38 because a less expensive option was available.
 - This applies to travel within 200 miles of the GSM.
- Please make an attempt to save receipts for all purchases that you plan on requesting reimbursement for. Receipts are required for all reimbursements.
 - Receipts need to include an indication of payment (payment method, total paid, paid with, etc).
 - Declarations of purchase will not be accepted.
 - **Credit card statements will not be accepted as proof of purchase.**
 - Physical or digital receipts are acceptable.

AIRFARE

- The university will only reimburse economy class flights.
 - Business class or first class may only be authorized under exceptional circumstances and must be cleared with the department before the trip.
- The university will **NOT** reimburse for flight upgrades or change of flight fees.
- Flights must originate/terminate at the airport closest to one's home/office.
- The university will reimburse for baggage fees, provided there is a valid business purpose.
- The university will reimburse for in-flight internet service **ONLY** for the flight to UC Davis, provided there is a valid business purpose that pertains to the Graduate School of Management (i.e. preparing notes/slides for a presentation)
- Airfare receipt must show credit card payment, if a credit/ticket exchange is being used we will need the original flight used in the exchange with credit card payment information.

RENTAL CARS

- Rental car fees may be reimbursed if deemed necessary by the Graduate School of Management. This typically only happens when it would fiscally be more advantageous to the university rather than other means of transportation.
- The university will only reimburse economic rental cars.
- The university will **NOT** reimburse expenses for liability insurance.
- Car rental codes can be found from the vendors below, by using the "UCD ID" code.

| Car Rental Agency | Contact Information | University ID |
|---|---|----------------------|
|  | Hertz | UCD ID: |
| | (800) 654-3131 <i>Campus ID must be given to the rental agency at the time of reservation.</i> | 72104 |
| | UC employees are encouraged to take advantage of the fee waived Hertz #1 Club Gold Plan membership program. | UCDMC ID: 437693 |
|  | Enterprise & National Car Rental | UCD ID: |
| | 1-800-RENT-A-CAR <i>Campus ID must be given to the rental agency at the time of reservation.</i> | XZ30C01 |
| | UC employees are encouraged to take advantage of the fee waived Emerald Club membership program. | UCDMC ID: XZ30C02 |

OTHER GROUND TRANSPORTATION

- Expenses such as train tickets, taxis, Uber/Lyft rides, and tolls can be reimbursed as long as receipts are provided (see further details about receipts in the first section of this document).
- The university will reimburse for mileage on a personal car for travel that pertains to the Graduate School of Management.
 - The university will reimburse at a rate of \$0.54 per mile driven pertaining to the Graduate School of Management, **NOT** for gasoline expenses.
 - You must provide the license plate number of your vehicle.

HOTEL ACCOMMODATIONS

- When staying in Davis, contact your Graduate School of Management Employee Sponsor for reserving a hotel room. Often, the university is able to make reservations on the guest's behalf and may be billed directly to the sponsor's department.
- Reservations will be permitted for the night before a visit begins and the night following the end of the visit. Any nights beyond this timeframe will not be reimbursed by the university.

- The university will **NOT** reimburse for extra amenities such as movies, phone calls, etc.
 - Meals are reimbursable. See the section of this documents titled “meals and incidentals”
- For self-booking:
 - Maximum limit is \$275 for a room per night.
 - International per diem rates apply; please check before hand with the Graduate School of Management Business Office

MEALS AND INCIDENTALS

- The university will reimburse up to \$62 per day for meals and tips.
- Itemized receipts are required for meal reimbursements

OTHER EXPENSES

- Other reimbursable expenses may include shuttles or reasonable tips if deemed necessary for business pertaining to the Graduate School of Management.
- The university will **NOT** reimburse laundry charges or the purchase of personal items (toothbrush, soap, etc).
- If you have an expense that is not outlined on this document, please send an email to businessoffice@gsm.ucdavis.edu with a description and legitimate business reason why the university should cover this expense.

AFTER TRAVEL- PROCEDURE FOR REQUESTING REIMBURSEMENT

- **Please submit all reimbursement requests as soon as possible after travel.**
- Fill out a UC Davis Graduate School of Management Travel Reimbursement Request document as completely as possible. This document should be provided by your Employee Sponsor.
 - Please fill out this document as completely as possible under all sections that apply to your travel.
- **Submit the completed Travel Reimbursement Request along with ALL physical/digital receipts to your Employee Sponsor.**
- Be on the lookout for any emails from the Graduate School of Management Business Office. We will reach out to you for a Non-Employee Certification signature that allows us to submit an expense report on your behalf and **cannot proceed with the reimbursement process without this signature.** The business office may also reach out for any necessary information, clarification, or missing receipts.
 - **For timely reimbursement, please watch for our emails after submitting your reimbursement request and respond promptly.**
- You should expect your reimbursement within 2-3 business weeks after submitting a Travel Reimbursement Request.

Instructions

Please refer to the Non-Employee Travel Guide. Complete this form at return to your GSM employee/faculty sponsor.

First Name:

Last Name:

Are you a U.S. citizen?: Yes No Phone Number:

Mailing Address:

City: State: Zipcode: Country:

Email:

Trip Start Date: Trip End Date:

Purpose of trip (Please provide specific & detailed explanation and/or name of event)

Expenses to be reimbursed

Lodging Amount: Paid by UCD? Yes No

Airfare Amount: Paid by UCD? Yes No

Ground Transportation

Personal Car Mileage License Plate: State:
 To: From:

Ride Fare to Airport: Date: To Hotel: Date:

To SMF/SFO Airport: Date: Home: Date:

Meals & Incidentals *(Incidentals can include fees and tips given to waiters/waitresses, porters, baggage carriers, bellhops, hotel maids, etc.). Total combined not to exceed \$62.00/day for domestic trips.*

| Date | Breakfast | Lunch | Dinner | Incidental | Total |
|------|-----------|-------|--------|------------|-------|
|------|-----------|-------|--------|------------|-------|

Miscellaneous Expenses *(Hotel, parking, taxi, registration, baggage fees, tolls, etc.)*

| Item Description | Amount | Item Description | Amount |
|------------------|--------|------------------|--------|
|------------------|--------|------------------|--------|

Notes *Please use this space for any explanations (i.e. currency other than USD) and expenses you do not see on this form.*