

# **DEPARTMENT OF APPLIED SCIENCE TRAVEL GUIDE**

This guide is intended to provide an overview of requirements for reporting travel expenses. It also provides the proper procedures and typical problems for some common situations

## **UCD TRAVEL BASICS**

As a Public Institution of higher education and a custodian of public funds, UC Davis has a special stewardship obligation. This obligation and rules published by the IRS, drive the policies and procedures for reimbursing travel.

## **THINGS TO KNOW BEFORE YOU TRAVEL**

### **Travel Approval**

It is UCD policy that all official travel be properly authorized. Before incurring any travel related expenses, you must obtain approval of your PI or department head. You can obtain approval by filling out the Travel Authorization Form located in the DAS office. After completing the form, please bring it back to the DAS office. Expenses incurred without prior approval may be denied.

### **Getting an Advance**

Travel advances are payments made before a trip takes place. They can be cash to an employee traveler or non-cash paid to vendors on behalf of employee or non-employee travelers. To obtain a travel advance, complete the Pre travel payment form located in the Applied Science office or at <http://das.ucdavis.edu>.

### **Booking Flights**

Airfare can be pre-paid by the department, by contacting STA or Davisville Travel (see additional links and resources). You must have your travel authorization form turned into the office before your ticket will be approved. Only coach/economy class will be approved.

### **Rental Cars & Lodging**

Rental cars are acceptable means of transportation for official travel. Only compact or economy cars will be reimbursed. Travelers are encouraged to use the university car rental and lodging agreements whenever possible. For more information about agreements visit: <http://travel.ucdavis.edu/agreements>

### **Meals and Incidental Expenses**

If travel is taken within the USA, exact meal and incidental expenses will be reimbursed, up to \$64.00 per day. Foreign travel can be paid the daily per diem depending on your destination.

## **Travel Insurance**

Employees traveling on official University business will be covered for a wide variety of accidents and incidents while away from the campus or primary workplace. Upon completion of the short Traveler Insurance form, employees will be provided with information to use in an emergency while traveling on UC business both domestically and abroad. Registration is required for business trips out of state and to foreign countries. You must register by going to [www.uctravel.org](http://www.uctravel.org). Please contact the department office if you require more information about travel insurance.

## **Group Travel**

To have Group Leader Authorization is to be in charge of a group that will travel, with the authority to pay another person's travel expenses. Group Leader Authorization can be granted at the discretion of the department head responsible for the validation of the business purpose and need for the group travel, and must be approved before the trip. Group leader status should be indicated on your travel authorization form. Per policy, one traveler should not pay the expenses of another traveler unless deemed group leader.

## **POST TRAVEL INFORMATION**

### **Getting Reimbursed**

Your travel expenses should be reported within 21 days of the completion of the trip to ensure timely reimbursement and reconciliation. You must submit the following items when reporting your travel:

All original receipts for airline, hotel/lodging, car rental, registration fees and any expense of \$75.00 or more. When only electronic receipts are available, they are acceptable as long as the name of the payee, the cost, the transaction date and form of payment are included. To begin the reimbursement process, bring all receipts and a completed travel expense report to the department office. The Expense report forms are available in the DAS office and at <http://das.ucdavis.edu>

### **MyTravel System**

My Travel is the reimbursement and corporate card payment system for travel and entertainment related transactions at UC Davis. To access the system, you must have a campus Kerberos ID and password. Please contact the department or log in to <https://mytravel.ucdavis.edu> for more information about the MyTravel system.

### **What you can't claim**

You may not claim expenses for personal travel, or lodging expenses for travel under 24 hours. The optional liability and loss waiver insurance when renting a car and UC has a rental agreement with that agency will not be reimbursed. The reimbursement of expenses not covered by policy must be approved prior to traveling, on an exception basis, by the department head.

## **TRAVEL POLICY LINKS AND RESOURCES**

**Department Contact:**

Tiffany Macias-Silva  
530-752-0360  
tamacias@ucdavis.edu

Department of Applied Science forms links:  
<http://das.ucdavis.edu/pages/administration/index.html>

Travel policy:

- UCD - <http://manuals.ucdavis.edu/ppm/contents.htm#300>
- UCOP - <http://www.ucop.edu/ucophome/policies/bfb/g28.html>

Travel@UC Davis: <http://travel.ucdavis.edu/>

Guide to Domestic Travel: <http://travel.ucdavis.edu/TravelPamph2006.pdf>

Guide to Restrictions on Use of General Funds: <http://accounting/GA/GenFndRestrict.cfm>

**ADDITIONAL LIKS AND RESOURCES****CTS AIRFARE**

STA Travel  
162 Memorial Union Building  
UC Davis  
530-752-2285  
email: [ucd@statravel.com](mailto:ucd@statravel.com)  
<http://www.statravel.com>

Davisville Travel  
420 Second Street  
Davis, CA 95616  
530-758-4510  
email: [Karen@davisvilletravel.com](mailto:Karen@davisvilletravel.com)  
[www.davisvilletravel.com](http://www.davisvilletravel.com)

## RENTAL CARS

Hertz

800-654-3131

UCD Rate Code: 72104

National

800-227-7368

UCD Rate Code: 5007819

## HOTELS

Marriott

[www.marriott.com](http://www.marriott.com)

UCD corporate code: 1000005231

Wyndham Worldwide

[www.wyndhamworldwide.com](http://www.wyndhamworldwide.com)

UCD corporate code: 1000005231

Starwood

[www.starwoodhotels.com](http://www.starwoodhotels.com)

UCD SET # 360858

## FOREIGN TRAVEL SITES

Foreign Per Diem Rates

<http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>

Foreign Exchange Rates

[www.oanda.com](http://www.oanda.com)

Health Precautions

<http://wwwn.cdc.gov/travel/default.aspx>