

# Guidelines for Traveler Reimbursement Policy

**A Travel Expense Voucher (TEV) is the University's method for reimbursement for personal travel expenses. Please use the following guidelines below to help avoid any delays in the processing of your reimbursements.**

1) **Pay for your OWN expenses.** Please do not pay for other's airfare, registration fees, meals, parking, gas, or transportation costs. Each individual who is traveling should make their own payments. When paying for others, it takes more time to decipher who to reimburse and for what amount, than if items were paid separately. The only exception to this rule is sharing hotel expenses. Travelers are permitted to share hotel rooms if it decreases travel expenses. Keeping this in mind, only one traveler should pay for the entire expense to which he/she will be fully reimbursed. Please note on your travel reimbursement form who you shared the room with and on which date(s). Also, appropriate expenses should also coincide with the correct incidental. For example, if Traveler A paid for the rental car, only Traveler A, and not Traveler B, should have the coinciding expenses for gas and parking. If there are any exceptions, please note this somewhere on the reimbursement form and provide an explanation so that the faculty assistant can properly process your TEV.

## **Guidelines for Completing a Travel Expense Voucher (TEV)**

[http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,4486,00.html?coming\\_from=Content](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,4486,00.html?coming_from=Content)

2) You may also find that **prepaying airfare, registration and hotel expenses prior to travel** can lessen the load of expenses. In this process, the university prepays the expense before travel occurs and is reimbursed directly out of the index when a TEV is submitted. This gives travelers more freedom from spending out-of-pocket money while traveling. Each faculty assistant has the ability to prepay expenses once supervisor approval has been granted. It is also wise to **preauthorize trips through a faculty assistant.** By preauthorizing a trip, an event number is assigned to that trip. If, for example, a reimbursement for a trip is overdue, the faculty assistant will be able to check the status of the reimbursement simply by referencing the event number in the online system. Trips without assigned event numbers are not logged in the system and are in an indeterminate state until reimbursements are paid.

## **Travel Preauthorization**

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2243,00.html>

## **Payment Options for Airfare**

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,1272,00.html>

3) **“Per diem”** only applies to trips within the continental US lasting 30+ days, travel in Alaska, Hawaii and U.S. possessions or in foreign destinations. In these cases, there are two separate per diem rates, one for lodging and one for meals and incidentals. If the traveler provides receipts for lodging expenses, then only the meals and incidentals per diem portion can be charged to the TEV. Likewise, if the traveler provides receipts for meals and incidentals, then only the lodging per diem rate applies. If the traveler asks for both lodging and meals and incidentals to be reimbursed, then the maximum per diem rate should be used. Also, travel time begins the moment the traveler leaves their home and ends when he/she returns home. Please calculate travel hours according to this guideline.

**Meals and incidental expenses (M&IE)** apply to trips made within the US lasting less than 29 days but more than 12 hours. The maximum amount per day is \$50, which includes breakfast, lunch, dinner and incidentals. The Department of Structural Engineering requires receipts for any meals and incidentals requesting reimbursement. As policy states, the traveler will not be reimbursed unless he/she has documentation of the expense. If the traveler only requests the maximum amount without any supporting receipts, he/she will not be reimbursed.

## **Meal and Incidental Expense Overview**

[http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,3906,00.html?delivery=&coming\\_from=](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,3906,00.html?delivery=&coming_from=)

## **Meal Allowance**

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2580,FF.html>

## **Per Diem Rates for Long-Term Travel Within the Continental U.S.**

[http://blink.ucsd.edu/Blink/External/Topics/How\\_To/0,1260,2604,00.html?coming\\_from=Content](http://blink.ucsd.edu/Blink/External/Topics/How_To/0,1260,2604,00.html?coming_from=Content)

4) **Rental car insurance will not be reimbursed** except under special circumstances. The university has rental agreements with many major rental car agencies that include supplemental liability insurance (SLI) and collision damage waiver/loss damage waiver (CDW/LDW). If the traveler does not decline these options, he/she will be responsible for the charges. If he/she chooses to rent from an agency without an UC agreement in an area with an agency that does carry an UC agreement, he/she will not be reimbursed for the insurance. Please be sure to provide the UC Agreement number, found below in the “Car Rental Agencies with UC Agreements” link, so that a lower rate, which includes LDW and SLI coverage, is applied.

## **How to Rent a Car for UCSD Business Travel (UCSD Employees)**

[http://blink.ucsd.edu/Blink/External/Topics/How\\_To/0,1260,2167,00.html?coming\\_from=Content](http://blink.ucsd.edu/Blink/External/Topics/How_To/0,1260,2167,00.html?coming_from=Content)

## **Rental Car Coverage for UCSD Employees**

[http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2161,00.html?delivery=&coming\\_from=](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2161,00.html?delivery=&coming_from=)

## **Rental Car Coverage: Reimbursement Exceptions**

[http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2229,00.html?delivery=&coming\\_from=](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2229,00.html?delivery=&coming_from=)

## **Car Rental Agencies with UC Agreements**

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,3453,00.html#terms>

5) **Written approval from a student’s advisor must be submitted with the TEV in order for the reimbursement to be processed.** This is to insure that the advisor is notified of all expenses to be charged to their index and to confirm the professor’s knowledge and consent for the travel.

**\*\*\*To summarize: the more exceptions you have to the above policy, the longer it will take to sort out and process your travel reimbursement. Please remember to submit all receipts and/or credit card statements as proof of your expenditures.\*\*\***