

# Department of Bioengineering

Updated 11/18/15

## **TRAVEL GUIDELINES & REIMBURSEMENT POLICY**

**Policy BFB-G-28: <http://policy.ucop.edu/doc/3420365/BFB-G-28>**

Reimbursements to be issued for research/work related travel only which includes transportation to and from research/work function(s), meals, and registration fees. Traveler is responsible for all other personal/extracurricular activities during travel period.

### **TRAVEL REIMBURSEMENT SUBMISSION**

Travel Reimbursements should be submitted **as soon as possible** but no longer than **45 days** after the end of the trip of when the travel occurred. Please note that there will be no more exception request for travel reimbursements that are submitted after the fiscal year end closing deadline (usually 3<sup>rd</sup> week in June) unless you traveled the last week of June and will not be back until July if the next fiscal year.

All travel reimbursement requests should be submitted within 45 days of the travel or event. If submissions are made after 45 days, the amount of the travel or event expenses may be imputed as income to the employee on the employee's W-2 unless there is a reasonable justification for the late submission. In all cases, if the submission is made more than 6 months after the end of the trip or event, income will be imputed on the employee's W-2.

### **PAYMENT OF EXPENSES ON BEHALF OF OTHERS**

Do not pay for anyone's travel expenses other than your own (applies especially towards meal expenses). University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance. (See Section VIII.D, Payment of Group Subsistence Expenses, for more information.)

### **TRAVEL OVER 30 DAYS**

Please seek advance approval for all trips longer than 30 days. Please email Jennifer Gip at [jgip@seas.ucla.edu](mailto:jgip@seas.ucla.edu) and she will request the approval with Travel Accounting.

### **AIRFARE**

Airfare can be purchased through the UCLA Travel Center which can be paid directly using university funds to avoid out of pocket expenses for the traveler. Travelers can choose to purchase their own airfare and get reimbursed after the trip. Please note that airline upgrades such as paying for premium economy or economy plus seats are not reimbursable. Please try to purchase the lowest airfare when given the choice of two identical flights.

If vacation days comprise over 50% of international trips longer than one week in duration, UCLA will prorate airfare and other general expenses between vacation and work days. In order for UCLA to pay for even a prorated portion of the airfare, the primary purpose of the trip must be UCLA business, not personal.

## **REIMBURSEMENT FOR INTERNET PACKAGE DEALS**

Many internet booking agencies, such as Expedia and Orbitz, offer discounts on package deals that include a combination of travel expenses purchased together (such as airfare and lodging). While they often provide a cost savings, these packages deals rarely include the documentation requirements necessary for University reimbursement. Travel Packages Purchased from Internet Vendors. Travel "packages" offered by Internet vendors typically do not include itemized expenses. Therefore, no business-related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, car rental, etc.) to assure appropriate documentation for reimbursement.

**If a breakdown of all expenses and applicable taxes (such as airfare, airfare tax, room rate per night and room tax per night) cannot be provided by the vendor, UCLA cannot reimburse this expense.** The IRS requires that receipts provide a certain amount of detail, and if that detail is not provided by the vendor, IRS requirements have not been met. Please refer to section I.2.b. of the G-28 bulletin for this policy.

<http://policy.ucop.edu/doc/3420365/BFB-G-28#page=42&zoom=auto,69,264>

## **OPTIONS FOR PAYING CONFERENCE REGISTRATION FEES**

Travelers must often pay registration fees for conferences, conventions, meetings of professional or learned societies or community organizations. Receipts and a completed copy of the meeting registration form provided by the conference sponsor are required for all registration fee payments, regardless of the amount. Acceptable registration receipts must clearly document the form of payment used for the expense.

Please be aware of the following considerations when submitting the form for reimbursement:

- A copy of the registration form is required for any direct payment or reimbursement.
- Any expenses appearing on the registration form that are not business related must be deducted from the total payment.
- Meals included in the registration fee must be deducted from the daily per diem claim (for foreign trips) and meals should not be claimed on domestic trips if included in the registration fee.
- Training, development, membership and subscription fees are not considered travel expenses and should be submitted through Accounts Payable, unless it is absolutely necessary that they be purchased in conjunction with the registration fee, such as cases in which they provide a cost savings to the University.

There are three payment options for registration fees:

<b>Have UCLA pay your registration fee directly to the vendor.</b>	Mail a copy of the registration form with a BruinBuy order number to the UCLA Travel Accounting office at the address listed below. The BruinBuy order must show the conference as the payee and the conference sponsor's mailing address. Make sure the BruinBuy order number, registrant's name and the registration due date are clearly indicated on the registration form. A check will be sent directly to the conference sponsor.
<b>Pay with your UC Travel &amp; Entertainment Card.</b>	Registration fees charged to the Travel & Entertainment card can be reimbursed in advance of the conference if the claim is submitted through Express. The payment will be sent and directly credited to your T & E account.

**Pay with your own funds (such as a personal credit card or personal check).**

Submit a reimbursement claim after the trip has been completed. Registration expenses paid with personal funds cannot be reimbursed in advance of the conference.

## **CAR RENTALS**

Should your travel require a car rental and refueling costs, you must receive prior approval from your PI. Please retain approval in writing for the department. Please note that UC will not reimburse you for rental car insurance fees, upgrades, and navigation features. Please decline car rental insurance fees. Please see Jennifer Gip to book car rentals through UCLA Fleet Services that can be paid direct. For a list of car rental contract rates, please go to: <https://www.travel.ucla.edu/air-car-hotel/car-rental-contract-rates>

## **HOTEL LODGING REIMBURSEMENTS**

For non-faculty (students, staff, postdoc, etc.), the maximum allocation for lodging is \$150.00 per night unless otherwise approved by your PI. UC will not reimburse for incidentals during hotel stay. Hotel receipts must be itemized in order to be reimbursed.

**NOTE:** UC does not allow for reimbursement of package deals from internet vendors such as Expedia, Orbitz, Hotwire, Travelocity, and etc., **unless the required receipt documentation (airline passenger receipt and itemized hotel folio) can be provided.**

Daily domestic hotel rates should not exceed 200% of the federal per diem guidelines and daily international hotel rates should not exceed 300% of the federal per diem guidelines located at: [http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print%E2%80%90radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print%E2%80%90radio&utm_term=perdiem&utm_campaign=shortcuts)

Travelers should obtain advanced approval (i.e., prior to the hotel stay) of hotel fees in excess of these guidelines.

## **MEALS & IE**

- **For Travel more than 24 hours:** Itemized receipts are **required** for all meals to show actual meal cost per individual and alcoholic beverage restrictions. UC will not reimburse you for exceeding the maximum allocation of \$75/per day. If you cannot provide receipts for meal purchases, you will be reimbursed a maximum of \$25/day provided that you submit a signed memo with business justification.
- **For Travel less than 24 hours:** Section VIII.C. prohibits the reimbursement of meal expenses for travel of less than 24 hours unless the traveler is away from his or her home overnight ***as supported by a lodging receipt*** or other evidence explaining why the traveler was unable to obtain a receipt. Reimbursement for meals will be approved according to your time of departure and return from research/work related function(s).

## **TRANSPORTATION**

Travelers are advised to use taxis, shuttles or other relatively inexpensive methods for transport to and from the airport. When a driver is needed, an adequate business justification specific to the event is required.

Individuals traveling alone who need rental cars should select an intermediate or smaller car. Excess charges for larger cars need proper business justification; the traveler may be asked to pay the difference between an intermediate and larger car if the business justification is inadequate. Advance permission is recommended.

Tips should not exceed 20% of the transportation costs. The traveler may be asked to pay the difference between a 20% and larger tip.

### **MILEAGE FOR USE OF PERSONAL VEHICLE**

Effective January 1, 2014, the mileage reimbursement rate is 56 cents per mile. When private cars are used on University business, the employee must certify that the vehicle has the minimum liability coverage prescribed by UC Travel Guidelines:

- \$50,000 for personal injury to, or death of, one person.
- \$100,000 for injury to, or death of, two or more persons in one accident.
- \$50,000 for property damage.

**NOTE: You cannot be reimbursed for gas if you claim mileage for using your personal automobile for the trip. You can only be reimbursed for gas if you have used a car rental.**

### **TRAVEL SECURITY AND HEALTH COVERAGE BENEFITS (<https://www.irm.ucla.edu/travel-insurance/travel-security-health-coverage-benefits>)**

All University travelers, including employees, medical residents, students, and fellows, are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while on official travel status. The coverage includes accidental death, accidental dismemberment, paralysis, and permanent total disability. The coverage also includes travel assistance services when the traveler is 100+ miles from his or her home or headquarters, such as:

- Security extraction (security extraction is not subject to mileage limitation),
- Emergency medical evacuation and repatriation,
- Repatriation of remains,
- Out-of-country medical,
- Loss of personal effects (employees only), and
- Other travel assistance services.

### **Registration for Travel Outside of California:**

<https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2>

Accurate information on travel plans is needed in order to deliver the services and protections the travel insurance policy offers. As such, all employees on University business and students participating in UC-sponsored programs traveling out of state or overseas are required to register their travel plans prior to departure. Register using the Business Traveler Insurance form in Related Information or make your travel arrangements through the UC Travel Center. All arrangements booked through the UC Travel Center will automatically be routed to iJet for international travel alerts and on to ACE for registration. You will receive a Confirmation of Coverage card after registering. Carry the card during your trip; it will help you obtain services. Upon registration, you'll also receive a list of telephone numbers for medical emergency care or travel assistance.

Booking travel through Connexus automatically enrolls the traveler in the insurance program for travel outside of California; otherwise the traveler must register at <https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2> complete the Traveler Insurance form before an out- of-state trip occurs . Registration is not required for travel within California as coverage is automatic.

### **REQUIRED REIMBURSEMENT DOCUMENTS CHECKLIST**

*Please submit all documents to Jennifer Gip in 5121 Engineering V*

#### **Travel Reimbursement form**

( <http://www.bioeng.ucla.edu/resources/travelguidelines-reimbursement-policies> )

- Completely filled out and signed by your faculty advisor upon completion of travel.
- Do not submit reimbursement paperwork months after business travel.
- Explanation of business purpose required. **Spell out all Acronyms.**

#### **MEALS**

Submit **itemized receipts** for all meals. If you do not have receipts, you must provide a signed memo with business justification and actual amount of meals.

#### **For Faculty – Entertainment expenses during travel with Non-UC employees**

Please provide name and affiliation of attendee(s). See Policy BUS-79 which addresses reimbursements for business meals and entertainment.

#### **Registration / Conference Fees**

Registration confirmation required w/ proof of payment (ie.1234-1234-1234-xxxx or provide credit card statement).

#### **Proof of Payment**

For hotel, airfare, & registration receipts that do not display the last four digits of your credit card number or if you paid by check, please provide proof of payment (credit card statement or return check).

#### **Claiming mileage**

Please use Mapquest or Yahoo to map out your start to destination point to obtain proof of mileage and attach along with travel reimbursement request form. Please include your license plate number on Travel Reimbursement Form for all mileage reimbursement. Note: If you claim mileage, you cannot be reimbursed for gas. You can only be reimbursed for gas if you have a car rental.

#### **Hotels over \$150/night**

Written approval from your faculty if lodging is more than \$150/per night.

**ALL INCOMPLETE TRAVEL REIMBURSEMENT REQUESTS WILL BE RETURNED TO YOU.**

**QUESTIONS ABOUT TRAVEL POLICIES, REIMBURSEMENTS, TRAVEL ARRANGEMENTS? CONTACT**

**Jennifer Gip**  
**5121N Engineering V**  
**310-267-4985**  
[jgip@seas.ucla.edu](mailto:jgip@seas.ucla.edu)