

Travel Quick Reference Guide
[University of California - Policy G-28 Travel Regulations](#)

Documentation/Substantiation: Travelers on University business typically pay for some of their expenses out of pocket or use a US Bank Corporate Card and seek reimbursement after the trip is over. It is strongly recommended that travelers keep detailed records of how money is spent and obtain receipts whenever possible. While the Receipt Requirements have been outlined below, best business practices support the collection of original receipts for ALL Travel expenses, regardless of dollar amount.

Reporting Period: All travel expense claims must be submitted to the UCSB Travel Accounting Office within a reasonable period of time not to exceed 45 days after the end of the trip. Travel reimbursement requests submitted after 45 days may be subject to employee tax reporting.

| Travel Policy - The following is selected information from UC Policy G-28, Travel Regulations | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------|-----------|----------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TRAVEL CATEGORY | KEY RATES/LIMITS/GUIDELINES | RECEIPT REQUIREMENTS | | | SUBSTANTIATION REQUIREMENTS | OTHER INFORMATION |
| | | Always | Over \$75 | Itemized | | |
| Transportation | | | | | | |
| Air Transport | Coach/Economy Class | ✓ | | ✓ | | The University recommends booking airfare using the University of California CONNEXXUS Travel Portal using the Direct Bill Option |
| Taxi, UBER, LYFT | | | ✓ | | | |
| Rental Car | Intermediate or Smaller Vehicle | ✓ | | ✓ | Itemized Invoice provided by Agency | The University recommends booking rental cars through the University of California CONNEXXUS Travel Portal |
| Train, Bus, Share Ride | | | ✓ | | | |
| Personal Vehicle | 67 cents per mile | | | | Starting location, ending location, mileage by date | The University recommends use of rental cars when appropriate; total cost of personal mileage reimbursement should never exceed the cost of a rental car or airfare |
| Lodging | | | | | | |
| Lodging - Domestic | Maximum room rate - \$333 per night | ✓ | | ✓ | Itemized receipts including all charges | If Room Rate > \$333, then include: Lodging Limit Justification Form |
| Lodging - International (Actuals) | Actuals up to 100% of Per Diem for Location | ✓ | | ✓ | Itemized receipts including all charges | |
| Non-Commercial Lodging | | ✓ | | ✓ | | |
| Lodging - International (Per Diem) | Link to Dept of State Site | | | | | |
| Meals & Incidentals | | | | | | |
| M&IE - Domestic | Actuals up to \$92 per day | | | | Daily log, including: date, meal and amount | Receipts - Receipts for M&IE less than \$75 (<i>See Note 1</i>) |
| M&IE - International (Actuals) | Actuals up to 100% of Per Diem for Location | | ✓ | | Daily log, including: date, meal and amount | Receipts - Receipts for M&IE less than \$75 (<i>See Note 1</i>) |
| M&IE - International (Per Diem) | Link to Dept of State Site | | | | | |
| Miscellaneous | | | | | | |
| Host/Hostess Gift | \$75 Maximum | | > \$25 | | | One Gift per Stay |
| Conference Registration Fees | | ✓ | | ✓ | Traveler must provide copy of agenda | Meals and Lodging Included with Conference fees (<i>See Note 2</i>) |
| <p>Note 1 - Receipts less than \$75 - Departmental management and or funding agencies may require more restrictive travel procedures and requirements, including requirements to provide original receipts for all M&IE regardless of amount.</p> <p>Note 2 - Conference Fees may include Lodging and/or Food and should be considered when approving travel expense vouchers.</p> | | | | | | |

[Common Types of Supporting Documentation](#)

Revision 10/30/24