**UCD Travel Guide**

**GENERAL:**

Travel is governed by policy [BFB-G-28 Travel Regulations.](http://policy.ucop.edu/doc/3420365/BFB-G-28)

**NEVER** pay for the travel expenses of others unless you have been pre-approved as group leader before the travel occurs.

**GROUP LEADERS STATUS:**

A **GROUP LEADER** is a person who will pay for all or the majority of a group’s expenses because it would be considered a hardship to have the group cover their own expenses. Examples of this include traveling with undergraduate students or graduate students who may not have the ability to cover their own expenses. To obtain approval, send an email to your account manager/fiscal officer describing the circumstances of the group travel prior to traveling.

**ALWAYS** ask for a receipt, and keep all receipts including the itemized bill.

**CORPORATE CARD:**

To obtain a corporate card, review the [Corporate Card webpage](http://travel.ucdavis.edu/corpcard/)**,** discuss the need/use with your supervisor, and then submit an application to Brian McEligot. He will review and obtain the Department Head signature.

If you have a corporate card, you **MUST** check up on your corporate card to make sure expenses are paid off within **60 DAYS** of the initial charge. You will be personally responsible for any and all late fees.

**AIRFARE:**

* Do **NOT** get any airfare upgrades, including early bird check in. Exceptions to airfare upgrade apply in the following situations only:
* Business or first-class is the only service offered between two points
* The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections
* An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours
* The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler.
* Baggage fees are **OK**.

**CONNEXXUS TRAVEL PORTAL:**

UC Davis uses an online travel booking portal called **Connexxus**. This portal offers direct billing reducing the need for out of pocket expense. If you do not have a corporate card, you can book your flight through the [Connexxus Travel Portal](https://mytravel.ucdavis.edu:8443/concur/expense/). Instructions for using the portal including how to set up your profile are on the [Connexxus travel page](https://afs.ucdavis.edu/our_services/travel-e-entertainment/travel/connexxus.html).

**RENTAL CARS**:

* **ONLY** use the following companies with the associated contract ID
	+ **HERTZ** UCD Contract ID = **72104**
	+ **NATIONAL** UCD Contract ID = **XZ30C01**
	+ **ENTERPRISE** UCD Contract ID = **XZ30C01**
* **NEVER** pay for additional insurance or services (such as roadside assistance)

**MEALS AND INCIDENTAL EXPENSES (M&IE):**

* For domestic travel you may be reimbursed only for actual expenses, up to **$62 PER DAY**. M&IE includes tips for waiters, baggage handlers, hotel room cleaning service, etc.
* M&IE are not allowed for travel that is less than 24 hours **UNLESS** there is an overnight stay.
* Alcohol is **NEVER** allowed on travel.

**HOTELS:**

* **ALWAYS** get your itemized room folio receipt when you check out, showing that payment was made and balance due is $0.00. If the hotel slips a receipt under your door, this will not suffice. Please ask the front desk for a final “settled” receipt.
* If staying with a friend or relative while on official business, a non-cash gift may be provided to the host up to $75.00. A receipt **MUST** be provided and only one gift per stay is allowed.

**INSURANCE:**

* If you use CONNEXXUS you will **ALWAYS** be covered by UC Travel Insurance.
* If you travel 100 miles or more away from campus, you must be enrolled via CONNEXXUS or the UC TRIPS website.

**HOURS OF WORK WHILE ON TRAVEL STATUS:**

A non-exempt employee should account for their time while on travel status as follows:

* Assigned travel during an employee's regular working hours is counted as time worked. (Example: Normal schedule is Monday – Friday, 8am – 5pm. If you had to travel at 10am, and you return to your office at 2pm, that would be considered time worked).
* Travel time between home and the work place is **NOT** time worked.
* Travel that keeps an employee away from home overnight **AND** that occurs outside the employee's normal working hours is **NOT** considered as time worked. (You would not count time after your normal work schedule as time worked **UNLESS** you were actually working).  (Example: Normal schedule is Monday – Friday, 8am – 5pm. If you travel on Sunday at 6pm and you were staying overnight, the travel time would **NOT** be considered time worked.)
* Travel that does **NOT** keep an employee away from home overnight is considered as time worked. (Example: Normal schedule is Monday – Friday, 8am – 5pm. If you travel on a Saturday at 7am and return at 2pm on the same day, those hours would be considered time worked).
* Travel that occurs during the hours an employee normally works when the travel occurs on the employee's days off is considered as time worked.  (Example: Normal schedule is Monday – Friday, 8am – 5pm. If you travel on Sunday at 10am and are still traveling at 8pm, only the hours between 10am – 5pm would be considered time worked.)