CECS Travel Expense Reimbursement Policy and Procedure

Policy

2. All university travel related incurred expenses must be submitted to the Business Office for travel reimbursement processing within 10 days after completion of the trip.
3. General Guidelines:
   a. Airfares: Airline tickets must be issued by a United States flag air carrier.
   b. Meals: The following meal reimbursement amounts are for total daily including incidental expenses for travel within the continental United States:
      i. For trips longer than 24 hours but fewer than 30 days: $50/day
      ii. For trips longer than 12 hours but fewer than 24 hours: $33/day
      Please note that these amounts are not per diem rates, but rather reimbursement maximum for actual expense incurred. Check with the Business Office for Foreign per diem rates or follow this link http://www.state.gov/m/a/als/prdm/ for specific country.
   c. Lodging: reasonable lodging expenses supported by a receipt are reimbursable. Foreign lodging are based from Foreign per diem rate (follow this link for specified rate http://www.state.gov/m/a/als/prdm/).
   d. Ground transportation is reimbursable based from the most economic means of transportation. Receipts required for all expenses.
   e. Rental car: check UCI reduce contract rate (http://www.accounting.uci.edu/travel/rentacar.html) for various rental agencies. Note that additional insurance coverage, i.e. Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) are not reimbursable.
   f. Mileage: Rate is $0.405 cents per mile. Car license plate number is required.
   g. Registration: Receipts required supported by registration form.
   h. Other university travel related miscellaneous expenses are reimbursable, i.e. internet access, telephone, fax, photocopies, general office supplies, laundry, toll roads, etc. Receipt required for all expenses.

Procedure

1. Print and fill out Travel Expense Report Form.
2. Attached all original receipts.
3. Secure funding and approval from your advisor/supervisor/host.
4. Submit approved travel report form to the Business Office.
5. Business Office will notify you by email when travel voucher is ready for your signature (1-2 days processing).
   a) For non UCI employees
      i. Provide fax number:
      ii. Review and sign travel voucher.
      iii. Fax back to CECS at (949) 824-4185 “Attention to: Travel Processor”
6. Route within CECS for administrative approval (1-2 days processing)
7. Business Office will forward your travel voucher to UCI Travel Accounting for reimbursement payment processing (3-5 days processing). Payment: direct deposit for UCI employees and hard check mailed to non UCI employees

Approved on January 3, 2005 by:

Daniel D. Gajski
Director, CECS