

## EVCAA Traveler Guidelines

### GENERAL INFORMATION

- Travel expenses must serve a UCSD business purpose, with no personal benefit to the traveler
- Travelers should attempt to retain and submit itemized receipts for all business expenses incurred
- The most economical means of transportation should be used whenever possible
- Beware of package deals! Receipts must specify the cost for each component in order to be reimbursed
- Do not pay expenses for other UCSD travelers. *Expenses incurred for another traveler are not reimbursable* – this includes meals, shuttles, hotel rooms, airfare, etc. (NOTE: sharing of taxicabs/car service is allowable)
- Paying for anyone else's meal while traveling on UCSD business is considered entertainment (hosting), and must be processed separately from travel expenses

### AIR TRAVEL

- For flights on Southwest Airlines, the lowest available fare should be selected, rather than a refundable fare (if travel plans change, credit may be applied for a future trip – Southwest does not charge ticket change fees)
- Reimbursement of "Early Bird" check-in fees requires a legitimate business justification for reimbursement – *personal convenience is not a legitimate business justification*. Travelers with medical issues that may necessitate early boarding may request assistance from an airline gate agent.

### MEALS & INCIDENTAL EXPENSES

- EVCAA requires itemized receipts for reimbursement of meal & incidental expenses (including room service)
- Per EVCAA policy, alcoholic beverages are not a reimbursable travel expense
- The maximum reimbursement allowed for meals + incidental expenses is \$71/day
- Incidental expenses include cash tips for baggage handlers, shuttle drivers, etc.
- For travel lasting < 24 hours, meals & incidentals are not reimbursable unless there is an overnight stay
- When attending local conferences (within 40 miles of work/home), lodging & meals are not reimbursable

### CAR RENTAL

- Explain business justification for car rental, if not obvious (e.g., multiple meetings away from conference site)
- Rental car reimbursement is for up to an intermediate-size model unless a no-cost upgrade is provided. Please book via [Connexus](#) with a UC preferred vendor (Enterprise, National or Hertz)
- CDW/LDW and liability insurance are already included in negotiated contracts with these vendors — you must decline additional insurance if offered
- Refer to <http://blink.ucsd.edu/travel/training-guidelines/booking/automobiles/car-rental.html>

### PARKING & MILEAGE

- The 2015 reimbursement rate for business mileage incurred on a personal vehicle is 57.5¢/mile
- Parking at the San Diego airport can be expensive (\$36/day or more) – please consider using shuttle services or convenient off-airport parking options for multi-day trips. Park N' Fly can be booked through [Connexus](#).
- Bulk mileage reimbursement requests (i.e., multiple local trips) should be submitted monthly or quarterly

### TRAVEL CARDS

- UCSD Travel Cards should not be used to charge personal or non-reimbursable expenses. Repeated violation of this policy may result in the revocation of the Travel Card
- Travelers with UCSD Travel Cards may wish to grant online account access to their travel preparer, which provides for cross-referencing Travel Card charges with actual travel receipts (to improve accuracy)

**Please submit all travel receipts for reimbursement processing within FIVE (5) business days of the trip end date**