

Faculty Travel Quick-Reference Sheet

- 1) A [Travel Authorization Form](#) **must** be filled out for all overnight travel. Please let us know in advance what account you will be using for all travel expenses **prior to your travel**.
- 2) We are now allowed to pay for faculty flights and conference registration on P-Cards. If you would like Heather to book a flight itinerary for you, please send her an email with your selected flights (include airline, flight numbers, and times), name as it appears on your ID, date of birth, a contact phone number (cell phone is usually best), and your seat preference. We will not search and select flights for you. For booking registration, it is usually best to set up a time with Heather to do so. **Note: We are also allowed to reimburse you prior to your trip for airfare and registration. Hotel accommodations and car rental can only be reimbursed after the trip, and they cannot be made on a P-Card.**
- 3) Read the [UC Travel Expenses Policy](#). It is very important to note that according to this policy, “The traveler is responsible for understanding this policy before planning and commencing travel for the university.”
- 4) To be reimbursed for any travel, you need to fill out a Travel Expense Report a.k.a. an A113. **An [A113](#) needs to be in the hands of the Accounts Payable folks within 30 calendar days of the travel.** This is the form that Heather will help fill out for you. **Please bring in all materials to her within at least 21 calendar days of your travel to give her sufficient time to fill out the form and gain the appropriate signatures.** Otherwise, you will be responsible for filling out a [Policy Exception Form](#) and sending it to the dean for a signature.
- 5) You will need to have itemized receipts for all parts of your travel. It is your responsibility to make sure that you obtain appropriate receipts. The [Traveler’s Checklist](#) can be very helpful. An itemized receipt contains:
 - a. What you are paying for (e.g. a hotel room, a burger, taxi)
 - b. The date(s)
 - c. Tip (if applicable)
 - d. How you paid (e.g. MC, VISA, Amex, cash)
 - e. Who paid (very important for car rentals and hotel rooms; not all receipts show this)
 - f. Name of the business (e.g. Hilton, McDonald’s)
- 6) [Per Diem Rates](#)
 - a. Food
 - i. You can claim per diems for food if you do not have sufficient receipts for those purchases.
 - ii. Travel day (1st and last day of travel) per diem rates are 75% of the GSA per diem rate for your destination. *[If you were traveling to San Francisco alone for 5 days, you would be allowed a maximum 2 travel days @ \$53.25 + 3 days @ \$71 = \$319.50.]*
 - iii. You do not have to claim the full amount of per diems for your trip.
 - b. Lodging
 - i. You may not be reimbursed for more than the maximum lodging per diem amount for your travel location.
 - ii. The per diem rates for many cities changes depending on the month. Make sure you are looking at the month in which you are traveling.
 - iii. You may not claim per diems for lodging. You must have sufficient documentation, or you will not be reimbursed.

- 7) If you have questions about your upcoming travel, please talk to Heather and/or Sandy prior to your trip. It is our job to know these policies inside and out, so we are ready to help you with all things travel-related. It is important to know the policies relevant to your travel ahead of time. This helps us do things correctly the first time around.