



Coach and Economy class airfare to be used. Do not use “package deals” as these are generally ineligible for reimbursement, as are early bird, seat assignment, and trip insurance fees.

Itinerary receipt showing payment and fare class



Coach and Economy class train fare to be used.

Itinerary receipt showing payment and fare class



Rent a car when it is more cost effective to the University than other means, such as a taxi. Car rental bookings made through Aggie Travel (UC’s travel booking tool) include discount UC pricing and insurance coverage.

Itemized receipt showing payment and fare class

Visit link for rental car agreements: [Best Practices: Renting a Car](#)



Private Vehicle: Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

No receipt required for a single trip; mileage log for multiple trips over \$75 in total

Mileage reimbursement rate, as of 1/2024, is \$0.**67 cents per mile**.



Surface Transport in Lieu of Air: If advance approval was obtained, you may use surface transportation for personal reasons even though the lowest available airfare is the most economical. Total reimbursement cannot exceed the equivalent of lowest airfare plus local transport to and from terminals. When two or more travelers using this option share an automobile, only the driver may claim reimbursement for transportation.

Comparison of costs



- Local Hotel (Davis and Sacramento): Reserve using Aggie Travel. Hotel rate is capped at **\$333 per night**, before taxes and other hotel fees. If you are attending a conference that has hotel accommodations over the \$333 cap, [Lodging Limit Justification Form a](#) must be completed.
- May I stay with a friend/family member? Yes, but you may not pay them. A non-cash gift such as flowers, groceries or a restaurant meal is allowed but may not exceed \$75 (a receipt is required for any gift \$25+). Limit is 1 gift per stay (not 1 gift per night).
- Tipping to housekeeping is not considered a reimbursable incidental, this would be considered as a lodging expense. All lodging expense must be on an itemized receipt.

Itemized receipt

Receipt for non-cash gift ≥\$25 (includes tax)



Meal and Incidental Expenses (M&IE) refers to meals + service tips during trips of 24 hours-29 days in the continental U.S. Claim the **actual amount spent** up to a maximum (**currently \$92 per day**). Meals are not reimbursed for local events or when lodging is not included.

Itemized receipts with service tips for all meals



Miscellaneous:

- You may share a room, shuttles, and cab rides with another traveler. **Do not pay for another person’s travel, including airfare, lodging, registration, meals, etc.**
- When traveling on business, faculty, staff, and students are covered under the UC Business Travel Accident Insurance Program. Enrollment is automatic if airfare was booked in Aggie Travel/Connexus. **If travel was not booked through Aggie Expense/Connexus, you must register your trip [here](#).**
- Documentation supporting the business purpose may be required (conference brochure, invite, agenda, etc.)
- Employees must submit travel and entertainment claims **within 45 days of the trip or event end date**. Expense reports submitted after 60 days will be reported as taxable income to the employee! If the expense was booked using a corporate card or CTS expense, the claim must be submitted within 60 days from the date the expense was incurred.
- Access the updated Travel Form [here](#).