

Travel Reference Guide

Category	Prepayment Available?	Maximum Rates	Restrictions	Special Considerations	Required Documentation or Information
Transportation Expenses					
Airfare	Yes	Actual cost	Main Cabin/Economy only	Upgrades, such as Wifi, seat selection and early bird check-ins, require Dean pre-approval. Business Class and Southwest Airlines Anytime Fares are not allowable. Anytime Fares include early bird check-in.	Itemized Itinerary with ticket number and Proof of Payment. Cost comparison for personal days of travel (compared at time of travel).
Airfare (Foreign)	Yes	Actual cost	Main Cabin/Economy only	Must use U.S. Flag Carriers for any trips funded by federal funds.	Itemized Itinerary with ticket number and Proof of Payment. Cost comparison for personal days of travel (compared at time of travel).
Rental Car	No	Actual cost	Compact, Economy, or Mid-Size Cars only	Reserve through CONCUR for UC discounted rates. Upgrades require Dean pre-approval. Covered by UC Travel Insurance. Insurance Add-ons not reimbursable.	Original Itemized Receipt and Proof of Payment
Mileage (Personal Car)	No	\$0.70/mile (https://www.irs.gov/newsroom/irs-increases-the-standard-mileage-rate-for-business-use-in-2025-key-rate-increases-3-cents-to-70-cents-per-mile)		If driving in lieu of airfare, please coordinate cost comparison with Travel Coordinator. Reimbursable up to price of equivalent airfare. Selection must be the most economical form of transportation.	Number of Miles Driven and Vehicle License Plate Number, starting and ending location address.
Fuel	No	Actual cost	For Rental Car only		Original receipts for individual expenses greater than \$75
Parking	No	Actual cost	No valet if self-parking is available		Original receipts for individual expenses greater than \$75
Local Transportation	No	Actual cost		Examples include bus, taxi, Uber, Lyft, subway, shuttles, BART, etc. Sedan or private-car service requires Dean pre-approval. Transportation can only be paid for self, paying for other traveler's is not an allowable expense.	Original receipts for individual expenses greater than \$75
Lodging, Meals, and Incidentals					
Lodging (Domestic)	No	Actual cost up to \$333 per night before taxes & hotel fees	Standard Rooms only/ no other additional charges permitted to reservation.	Destination must be greater than 40 miles from UCR or Residence. Upgrades require Dean pre-approval. Any meals included in lodging folio will be counted as part of meal cap for that day, which may cause an overage, resulting in personal reimbursement to UCR. If you stay with a friend or relative on a business trip, policy allows you to provide a gift to that individual in lieu of lodging costs. The gift limit is \$75 per stay.	Original Itemized Receipt and Proof of Payment. Additional documentation required for need to exceed \$333 per night. (Cost comparison to surrounding lodging locations)
Meals (Domestic)	No	Actual costs up to \$92 per day	No alcohol	Meals not reimbursable if travel is less than 24 hours. This is not a per diem rate.	Original receipts required if amount per day is \$92+.
Lodging & Meals (Foreign/Outside Continental U.S.)	No	Actual cost	Location's Per Diem Rate & No alcohol	Foreign Rates: https://aoprals.state.gov/web920/perdiem.asp Outside Continental U.S. Rates: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm	Original Itemized Receipt and Proof of Payment for Lodging only. Meal receipts not required.
Other Expenses					
Registration Fee	Yes	Actual cost	Registration Fees only	Any meals included in registration fees will be counted as part of meal cap for that day.	Completed registration form, payment receipt, name badge, and conference or meeting agenda
Business Expenses	No	Actual cost		Examples include phone, fax, internet, photocopying, etc.	Original receipts for individual expenses greater than \$75

Travel Planning Requirements:

*Please seek airfare cost comparison from Travel Coordinator if trip involves personal travel days or if traveling by ground transportation in lieu of airfare. Transportation expenses will be reimbursed on the most economical mode of transportation.

***Please provide Travel Coordinator with one-month advance notice to process prepayment of airfare, conference registration fees, and lodging (only for hotels that accept PO's).**

*Travel Insurance Questions: [Risk Management Travel Insurance](#)

T&E Card Information:

UCR offers a Campus issued Travel Card (T&E Card). [T&E Card Overview](#)

What can you use your T&E Card for? Please reference the Card Payment Matrix and PCard vs T&E Card Guide below.

[Card Payment Matrix](#)

[PCard vs T&E Card Guide SOE Intranet](#)

[PCard vs T&E Card Guide SPP Intranet](#)

Travel Reimbursement Requirements:

*Submit a travel request here. [New Workflow Request](#)

***All travel reimbursement claims must be submitted to the Business Operations Team within 7 days after the end of the trip.**

Important Notes and Recommendations:

*UCR does not reimburse for travel package deals or for non-cash payments (gift cards, frequent flier miles, etc.). There are no exceptions.

***Contract & Grant Funds:** Prepaid expenses for non-employee travelers are not allowed unless PI has other unrestricted fund source (if traveler cancels trip, grant cannot pay for expense).

*Travelers may be asked to submit a redacted credit card statement or complete a Declaration of Missing Evidence form to document proof of payment.

Please access your CONCUR Travel portal through [UCR CONCUR](#)

*If you are unsure how to proceed, please ask! Please email soebusops@ucr.edu (SOE) or spbusops@ucr.edu (SPP).

Policy Reference

*UC Riverside is a public institution that must comply with standard policies and procedures. For detailed information, please reference UC Policy G-28: Travel Regulations available at the following link: [UC Policy G-28: Travel Regulations](#)

Last Minute Travel Need?

*If you need travel planning support on a quick turnaround, our team may need to refer you to this resource.

Our Anthony Travel contact is: Kim Buslach (Hours: Monday-Friday, 8am-5pm PST)

ucr@anthonytravel.com

909-321-3588