

# UC Davis Policy and Procedure Manual

## Chapter 300, Travel and Transportation

### Section 10, Travel Policy Overview

Date: 9/15/04

Supersedes: 300-10, 5/21/99 & revisions

Responsible Department: Accounting & Financial Services

Source Document: Business and Finance Bulletin G-28, Policy and Regulations Governing Travel

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See also Directive 05-058, Directive 06-054, Directive 06-097, Directive 06-101, Directive 06-111, Directive 08-041, and Directive 08-058.

#### I. Travel Policies and Regulations

300-10, Travel Policy Overview

300-11, Travel Definitions

300-12, Travel Policy--General

300-13, Corporate Travel Cards and Travel Advances

300-14, Insurance for Travelers

300-15, Transportation Expenses--General

300-16, Transportation Expenses--Air Travel

300-17, Transportation Expenses--Automobile

300-18, Transportation Expenses--Other Forms of Transportation

300-19, Subsistence Expenses--General

300-20, Subsistence Expenses--Travel of 24 Hours or More

300-21, Subsistence Expenses--Travel of Less Than 24 Hours

300-22, Miscellaneous Travel Expenses

300-23, Intercampus Travel Expenses

300-24, Special Travel Situations--University Travelers

300-25, Special Travel Situations--Non-University Travelers

300-26, Reporting Travel Expenses

#### II. Forms (available on the Web at <http://accounting.ucdavis.edu/forms/>)

Accounts Payable Request for Document Action

Certificate of Nonavailability of U.S.-Flag Air Carrier Service for U.S. Government-Financed International Air Travel

Declaration of Lost Evidence That a Payment Was Made on Behalf of the Regents of the University of California

Intercampus Travel Expense Transfer Approval

Request for Exception to Per Day/Per Diem Expense Reimbursement Ceiling for Meals and Incidentals

Transient Occupancy Tax Exemption Certificate for Governmental Agencies

US Bank Central Travel System (CTS) Application

US Bank Visa Corporate Card Application

### III. Quick Links

Airfare Agreements (<http://travel.ucdavis.edu/ycal.cfm>)

Car Rental Agreements

Hotel Agreements

IRS Tax Gross Up Formula (<http://www.ucop.edu/ucophome/policies/bfb/g28g.pdf>)

Lodging and Meal and Incidental Expenses (M&IE) Reimbursement Caps  
(<http://www.ucop.edu/ucophome/policies/bfb/g28b.pdf>)

Mileage Reimbursement Rates for Private Vehicles and Aircraft  
(<http://www.ucop.edu/ucophome/policies/bfb/g28a.pdf>)

Prorating Per Diems for Travel Involving Multiple Locations  
(<http://www.ucop.edu/ucophome/policies/bfb/g28e.pdf>)

Reduction in M&IE Per Diem Rate for Meals Furnished Without Charge  
(<http://www.ucop.edu/ucophome/policies/bfb/g28d.pdf>)

### IV. Further Information

A. UCD Accounting & Financial Services Web pages:

1. Travel@UCDavis (<http://travel.ucdavis.edu>).
2. US Bank Visa Corporate Card (<http://travel.ucdavis.edu/corpcard.cfm>).

B. Travel Desk, Accounting & Financial Services, (530) 757-8580.

### V. References and Related Policies

A. Academic Personnel Manual:

1. Section 230, Visiting Appointments.
2. Section 540, Travel Expenses During Recruitment.
3. Section 550, Moving Expenses for Intercampus Transfer.
4. Section 560, Removal Expenses/General.
5. Section 561, Removal Expenses/Assistants.
6. Section 570, Travel Expenses for Short-Term Appointees on Extramurally Financed Projects.
7. UCD Appendix III-A, Moving and Removal Expenses.

B. Personnel Policies for Staff Members, UCD Procedure 21.A, Note 5.

C. UC Business & Finance Bulletins:

1. BUS-74, Business Travel Accident Insurance.
2. G-13, Policy and Regulations Governing Moving and Relocation.
3. G-28, Policy and Regulations Governing Travel.

D. UC Presidential policies:

1. Policy on Associate of the President/Chancellor and Implementation Guidelines, 4/11/95, effective 7/1/95.
2. Policy Governing Travel to Scholarly Meetings and Field Research Travel, 5/13/96.

3. University Policy on Student, Faculty, and Staff Air Charter Flight Program, 3/5/70.
- E. UCD Policy & Procedure Manual:
1. Section 300-30, University-Owned Vehicles.
  2. Section 300-31, Davis-Berkeley Intercampus Bus.
  3. Section 330-80, Entertainment with University-Controlled Funds.
  4. Section 370-05, Student Off-Campus Events, Programs, and Travel.
  5. Section 370-10, Student Off-Campus Trip Insurance.
  6. Section 370-25, Vehicle Insurance.