

## UC Davis Policy and Procedure Manual

### Chapter 300, Travel and Transportation

#### Section 10, General Travel Policy

Date: 6/18/15

Supersedes: 9/15/10

Responsible Department: Accounting and Financial Services

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

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#### I. Purpose

This policy provides the general rules and regulations regarding travel on official University business. All policy and regulations contained in UC Business and Finance Bulletin [G-28](#), Policy and Regulation Governing Travel apply to the UC Davis Campus and UC Davis Health System.

#### II. Definitions

See UC Business and Finance Bulletin [G-28](#) for definition of all relevant terms.

#### III. Policy

- A. All University travel must be properly authorized, reported, and reimbursed in accordance with Business and Finance Bulletin [G-28](#).
- B. Travel expenses of the department head must be authorized and approved by the individual to whom he/she directly reports.
- C. Per BFB [G-28](#), travel reimbursement procedures are designed to conform to the substantiation rules published by the Internal Revenue Service (IRS).
- D. Travel arrangements must be made through Connexus, the systemwide UC Travel Program booking portal, whenever possible.
- E. Group Leaders who are designated by the department head for supervised group trips may pay for the expenses of other persons or be reimbursed for expenses paid on behalf of other persons.

#### IV. Roles and Responsibilities

- A. The Traveler/Travel Expense Report preparer is responsible for:
  1. Verifying that all parts of the report are completed.
  2. Verifying that appropriate supporting documentation is submitted for review.
  3. Verifying that the business purpose of the travel is adequately described.
- B. The Account Manager or Fiscal Officer is responsible for:
  1. Verifying that the expense is allowable under the fund source.
  2. Verifying that funds are available for the expense.
- C. Department Head (or equivalent authority) is responsible for:
  1. Determining if the cost is reasonable, cost effective, and is the best use of public funds.
  2. Verifying the legitimacy of the business purpose and determining that the expense supports the mission of the University
  3. Disapproving any reimbursement requests that do not meet the requirements of the

policy.

## **V. Approval Authority**

- A. Approved expenses must conform to the regulations, limits, and timelines described in BFB G-28
- B. Requests for exception must specify the purpose, circumstance or need, dates of travel, and name of the person to whom the exception is to be granted.
- C. When an exception has been granted, the reimbursement of the expense is limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances, and must be supported by receipts.
- D. Exceptions to the daily M&IE cap for travel less than 30 days within CONUS are not allowed.
- E. Travel expenses requiring additional approval or exceptional approval may be approved by the following positions:
  - 1. Associate Vice Chancellor—Finance/Controller
  - 2. Manager—Accounts Payable and Travel Accounting
  - 3. Travel Supervisor—Accounts Payable and Travel Accounting
  - 4. Vice Chancellor—Human Health Sciences/Dean-School of Medicine
  - 5. Chief Executive Officer—Hospital and Clinics
  - 6. Chief Financial Officer, UCDHS
  - 7. Manager—Accounts Payable and Travel Management, UCDHS
  - 8. Executive Associate Dean—Administration/Clinical Outreach-School of Medicine
- F. Travel reimbursement requests for the Chancellor may be approved by the Associate Vice Chancellor—Finance/Controller or the Director—Internal Audit.
- G. Travel expenses for employees that report directly to the Chancellor may be approved by the Associate Chancellor.
- H. Travel expenses for employees that report directly to the Provost and Executive Vice Chancellor may be approved by the Assistant Executive Vice Chancellor.

## **VI. Further information**

- A. For Davis campus travelers, contact the Travel and Entertainment Help Desk at [travel@ucdavis.edu](mailto:travel@ucdavis.edu).
- B. For UCDHS travelers, contact the UCDHS Accounts Payable and Travel department at [mytravel@ucdmc.ucdavis.edu](mailto:mytravel@ucdmc.ucdavis.edu).

## **VII. References and Related Policies**

- A. Office of the President (<http://policy.ucop.edu>):
  - 1. UC Business and Finance Bulletin G-28, Policy and Regulations Governing Travel.
  - 2. UC Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation.
  - 3. Policy Governing Travel to Scholarly Meetings and Field Research Travel.
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):

1. Section 370-05, Student Off-Campus Events, Programs, and Travel.
2. Section 370-10, Student Off-Campus Trip Insurance.
3. Section 370-25, Vehicle Insurance.