

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation

Section 11, Travel Definitions

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Responsible Department: Accounting & Financial Services

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

See [Section 300-10](#), *Travel Policy Overview*, for forms, quick links, and references.

I. Scope

This section provides a brief general vocabulary of terms frequently used in travel matters. More specialized terms are defined within the travel sections of this manual.

II. Definitions

- A. Business purpose--the business purpose of a University traveler may include activities that contribute to any one of the University's major functions of teaching, research, patient care, or public service.
- B. Headquarters--the place where the major portion of the traveler's working time is spent, or the place to which the employee returns during the working hours upon completion of special assignments.
- C. Incidental expenses--consist of (1) fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; (2) transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and (3) mailing cost associated with filing travel vouchers and payment of University-sponsored charge card billings. These expenses cannot be reimbursed separately for travel reimbursement under the federal per diems.
- D. Lodging--expenses for overnight sleeping facilities. Does not include accommodations on airplanes, trains, buses, or ships, which are included in the cost of transportation.
- E. M&IE reimbursement cap--the maximum amount authorized for daily meal and incidental expenses (MI&E) established by the University for all travel of less than 30 days in the continental United States (CONUS). This rate is adjusted periodically to reflect changes in the Consumer Price Index. For purposes of the reimbursement cap, incidental expenses include fees and tips for services (see II.C above). The M&IE reimbursement cap shall not be treated as a per diem. Only actual reasonable expenses incurred for M&IE may be claimed.
- F. Per diem--the daily subsistence allowance authorized under federal per diem rates for a location of travel. The payment of a per diem does not require supporting receipts. Per diems are authorized for all foreign travel; travel within Alaska, Hawaii, and United States possessions (OCONUS); domestic travel assignments of 30 days or more; and domestic travel assignments that exceed one year. The incidental expenses portion of the federal per diem rate includes the expenses defined in II.C above. Federal per diem rates do not include taxes on lodging, which may be reimbursed separately.
- G. Reporting period--the 21-day period within which a Travel Expense Voucher must be submitted after the end of a trip.
- H. Residence--the primary residence where the traveler lives, regardless of other legal or mailing addresses. However, when an employee is required to reside temporarily away from his or her permanent residence because of official travel away from headquarters, such residence may still be considered permanent if it is unreasonable to expect the employee to move his or her permanent residence to the temporary job location.

- I. Subsistence expenses--charges for lodging and meals and incidental expenses incurred while on travel status.
- J. Transportation expenses--expenses for means of conveyance or travel from one place to another (e.g., airplane, automobile, ship). See the expanded definition in Section 300-15.
- K. Travel expenses--expenses that are ordinary and necessary to accomplish the official business purpose of a trip.