

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation

Section 15, Transportation Expenses--General

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

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

I.

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most usually traveled route consistent with the authorized purpose of the trip. Any exception must be approved by the Associate Vice Chancellor--Finance.

II.

Travel by a group of employees in the same aircraft, automobile, or other mode of transportation is discouraged when the employees' responsibilities are such that an accident could seriously affect the functioning of the University. Key employees, including the Chancellor and vice chancellors, or a substantial number of employees from the same organizational unit or program, should consider such risks when making travel arrangements.

III. General expenses

A. Definition

Transportation expenses include the following: charges for commercial carrier fares; travel agency service fees; car and aircraft rental charges; private car mileage allowances; emergency repair to University cars; overnight and day auto parking; bridge and road tolls; taxi and public transportation fares; and all other charges for transportation services necessary to accomplish the official business purpose of the trip.

B. Transportation tickets

When the trip dates are known, the traveler is expected to arrange his or her travel in such a way as to take advantage of the lowest available fares (e.g., 21-day advance purchase, use of discounts negotiated by the University). Travelers will not be reimbursed for non-cash certificates (e.g., frequent flyer miles) used toward the purchase of travel.

C. Lost tickets

Service charges for tickets lost by travelers may be reimbursed, provided such occurrences are infrequent. Re-ticketing, schedule change, and other changes are reimbursable if incurred for a valid business reason. The reason for the charge must be specified on the Travel Expense Voucher.

D. Allowable mileage expense

1. Mileage shall ordinarily be computed between the traveler's headquarters and the common carrier or destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. However, mileage may be allowed between the traveler's residence and the common carrier or destination if University business travel originates or terminates before or after the traveler's working hours or if travel originates or terminates during a regularly scheduled day off.
2. When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage reimbursement may be reimbursed as follows:
 - a. One round trip, including parking for the duration of the trip; or

- b. Two round trips, including short-term parking expenses, when an employee is driven to a common carrier.

Also, if an employee who is not on travel status has a temporary assignment away from campus, reimbursement shall be made for mileage expenses incurred between the campus and the assignment location, or home and the assignment location, whichever is less.

- E. Use of surface transportation in lieu of air travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons, even though air travel is the appropriate mode of transportation. The actual cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. However, such costs shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the terminals.

- F. Indirect or interrupted itineraries

Advance approval is required when a traveler takes an indirect route or interrupts travel by a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler. Reimbursement of such expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. Any resulting excess travel time will not be considered work time and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of leave time.

- G. Travel extended to save costs

Additional expenses associated with travel extended to save costs, e.g., a Saturday night stay for domestic travel, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip (provided those expenses were incurred in compliance with all other sections of this policy). Such expenses, which include lodging, car rental, and meals and incidental expenses (M&IE) incurred within the vicinity of the business destination, shall not exceed the amount the University would have paid if the traveler had not extended the trip.

- H. Baggage

Charges for checking and storage of baggage necessary for the purpose of the trip are allowable. Excess baggage charges are also allowable; however, justification for carrying excess baggage must be provided on the Travel Expense Voucher.