

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation

Section 18, Transportation Expenses--Other Forms of Transportation

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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. Local Public Transportation, Shuttle Service, and Taxi

Local public transportation fares (e.g., buses, subway, streetcars) shall be allowed. The cost of shuttle service (including airport limousine service, if appropriate) to and from an airport or railroad station, plus reasonable tips, is allowable to the extent such service is not included in air or rail fares. Taxi fares, including tips, shall be allowed only when the use of public transportation or airport shuttle service is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.

II. Motorcycle

Motorcycle shall not be authorized for use on official University business, nor shall any reimbursement be made for the use of such vehicles.

III. Rail or Bus

- A. Rail or bus transportation may be used when required by the destination or by business necessity. If a traveler's destination is served by a regularly scheduled airline, rail transportation (including Pullman) requires advance approval of the Associate Vice Chancellor--Finance, and a full explanation of the circumstances must accompany the Travel Expense Voucher. The approval requirement does not apply to inter-city rail travel that is equivalent to air transportation in total travel time.
- B. Travel by railroad to Reno, Santa Barbara, or destinations within the Sacramento/San Joaquin Valley is encouraged and requires no advance approval.
- C. Reimbursement for the cost of Pullman roomette accommodations is allowed. If more expensive accommodations are used, a full explanation of the circumstances must accompany the Travel Expense Voucher.
- D. If accommodations are included in the rail fare, e.g., Pullman roomette accommodations, lodging expenses shall not be reimbursed for each night that such accommodations are used.

IV. Ship

- A. When travel by passenger ship is authorized, transportation at the lowest first-class rate is allowed.
- B. The reimbursement of subsistence expenses while on board a passenger ship shall not be allowed if the cost of subsistence is included in the fare for passage and stateroom. If the fare does not include subsistence, reimbursement shall be based on the traveler's actual daily expenses, subject to the limits set forth in [Sections 300-19](#), [300-20](#), and [300-21](#). A full explanation of the circumstances that necessitated such expenses must be submitted with the Travel Expense Voucher.

V. Special Conveyance

- A. Charges for using other types of conveyance (such as a helicopter or boat) shall be allowed when such use is beneficial to the University and when the fare for such conveyance is not included in the original cost of the common carrier fare.

- B. An explanation justifying the use of a special conveyance and receipts for the charges must accompany the Travel Expense Voucher.