

## UC Davis Policy and Procedure Manual

### Chapter 300, Travel and Transportation

#### Section 21, Subsistence Expenses--Travel of Less Than 24 Hours

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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

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*See Section 300-10, Travel Policy Overview, for forms, quick links, and references.*

*See also Directive 08-058.*

#### I.

For travel of 12 hours or less, meal and incidental expenses (M&IE) shall not be reimbursed. An exception may be allowed when a meal is an integral part of a business meeting, (e.g., actual luncheon costs at an organized conference, or working meals served at a meeting site). A copy of the agenda must be submitted with the Travel Expense Voucher (<http://www.ucop.edu/ucophome/policies/bfb/g28c.pdf>).

#### II.

For travel that lasts more than 12 hours but less than 24 hours, reimbursement shall be authorized as follows:

##### A. Domestic (CONUS) travel

Actual cost of lodging and/or M&IE subject to the daily maximum amount for M&IE (<http://www.ucop.edu/ucophome/policies/bfb/g28b.pdf>).

##### B. Foreign and OCONUS travel

Actual cost of lodging and/or M&IE not to exceed the applicable federal per diem rate (<http://www.ucop.edu/ucophome/policies/bfb/g28b.pdf>). For continuous travel of 21 hours or more, one full per diem should be authorized instead.