

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation

Section 22, Miscellaneous Travel Expenses

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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.

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Voucher must include an explanation of why such expenditures were incurred.

II. Allowable miscellaneous expenses include the following:

- A. Business office expenses such as word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long-distance telephone calls (including one reasonably brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing (if a trip exceeds 6 days).
- B. Special fees for foreign travel, including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs; cost of certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion and check cashing fees; the cost of traveler's checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries (see [Section 300-14](#) for more information on insurance coverage).
- C. Registration fees for attendance at conferences, conventions, or meetings of professional or learned societies.
- D. Actual costs for lodging taxes (not included in CONUS per diem rates). See [Section 300-20](#) (assignments of 30 days or more).
- E. Charges for checking and storing baggage necessary for the business purpose of a trip. Excess baggage charges are also allowable; however, justification for carrying excess baggage must be provided on the Travel Expense Voucher.