

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation

Section 24, Special Travel Situations--University Travelers

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Responsible Department: Accounting & Financial Services

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

Travelers in this category include visiting academic appointees, faculty members on sabbatical leave, students, and postdoctoral fellows and other non-degree candidates. Travel expenses for these travelers must be paid, reimbursed, and reported in accordance with the provisions of this policy.

I. Visiting Appointees--Academic

A. General

An academic appointee with a Visiting title who is employed full-time for at least one quarter may be reimbursed for travel and related expenses incurred by reason of his or her appointment. Academic Personnel Manual Section 230 contains information concerning allowable expenses, limitations, funding, and approval authority.

B. Authorized advances

The amount of any authorized advance may not exceed the actual cost of transportation (which may be prepaid) plus 75% of the anticipated allowable subsistence and miscellaneous expenses.

C. Return travel

After completion of the term of appointment, reimbursement may be made for return travel to the point of origin or another destination, whichever is shorter.

II. Faculty Member on Sabbatical Leave

A. Travel expenses incurred by faculty members on sabbatical leave are reimbursable if the travel is undertaken to perform study or research that cannot be done elsewhere. At the discretion of the department, a faculty member may be reimbursed for additional lodging expenses incurred at the sabbatical location, less any income received by the individual for renting out his or her primary residence.

B. Sabbatical travel expenses are not reimbursable if the travel is for a personal, recreational, or educational purpose that has no direct relationship to the individual's area of study.

C. A faculty member who is on sabbatical leave of less than one year is considered to be temporarily away from home and therefore may be reimbursed for reasonable travel expenses incurred at the temporary location, including meals and lodging. See [Section 300-20](#) (long-term travel) for more information on temporary travel.

D. Any sabbatical travel expenses allocable to a spouse or dependent are considered taxable; accordingly, such expenses may not be reimbursed. See [Section 300-25](#) (spousal travel).

III. Students

See [Section 370-05](#) for additional information.

A. A student may be reimbursed for travel expense when there is a direct connection between the expense and the business purposes of the University. Departments may also reimburse students for degree-related educational travel expenses, i.e., attend a conference or visit a field site or laboratory facility.

- B. The business purpose of the travel must be substantiated on the Travel Expense Voucher, or other substantiating documentation must be provided, such as a copy of the meeting/conference program. Travel will be considered to have a University business purpose if the travel:
 - Directly supports a faculty member's project or research program.
 - Is an integral part of the student's degree work.
 - Is required for attendance at student-oriented meetings, student government events, University athletic events by student athletes, and the like.
 - Enables the student to attend a conference to present research findings for the University or to act in some other capacity on behalf of the University.
- C. Transportation expenses for group travelers may be billed directly to the University, in accordance with [Section 300-19](#), Payment of Group Subsistence Expenses.
- D. Student athletes who participate in off-site athletic events are also subject to NCAA rules and regulations governing travel.

IV. Postdoctoral Fellows and Other Non-Degree Candidates

- A. Postdoctoral fellows may be reimbursed for travel expenses if there is a University business-related reason for the travel, e.g., the individual is required to present a paper, deliver a speech or lecture, or serve on a panel, as an official representative of the University. The department should substantiate the University business purpose by providing a copy of the meeting/conference program with the request for reimbursement.
- B. Such individuals may also be reimbursed for travel related to their education, e.g., to visit a field site or an off-campus laboratory. The department must certify that the travel directly supports a faculty research or other scholarly programs.

V. Class Field Trips

- A. Authorization

A department chair may authorize field trips that satisfy the following requirements:

1. The trip must be essential to the academic program of the course of which it is a part.
2. If the field trip is to be conducted outside normal class hours, notice of its occurrence must be given in the approved course description.

- B. Use of University vehicles

University vehicles may be used, in conformance with policies outlined in Section 300-30, for transportation of faculty and students on authorized field trips. The expenses of such transportation shall be financed by departmental funds.

- C. Use of privately owned vehicles

1. With the instructor's approval, privately owned vehicles may be used for transportation of faculty and students on authorized field trips. Reimbursement for allowable transportation expenses, as described in [Section 300-17](#), may be made from departmental funds with the prior approval of the department chair.
2. The University assumes no responsibility for the use of private vehicles on field trips; such vehicles are used entirely at the risk of the owner and the owner's invited passengers, if any.

- D. Payment of subsistence expenses

1. The instructor in charge of an authorized field trip may be reimbursed for subsistence expenses in accordance with policy outlined in [Section 300-19](#).
2. A student employee may be reimbursed for subsistence expenses when participation in the trip is at the request of the instructor and for the purpose of assisting the instructor. No subsistence allowance may be paid to a student whose participation in a field trip arises from the student's enrollment in the course for which such a trip constitutes required work.