

Department of Civil & Environmental Engineering

Updated 2/19/2021

TRAVEL GUIDELINES & REIMBURSEMENT POLICY

Policy BFB-G-28: <http://policy.ucop.edu/doc/3420365/BFB-G-28>

UCLA Travel & Entertainment Expense Guidelines (Sept 2018):

<https://ucla.app.box.com/v/travel-ent-exp-guidelines>

UCLA Travel Resources: <https://www.travel.ucla.edu/resources>

BOOKING TRAVEL

You can use the Concur Online booking tool to reserve airfare, hotel and car rental.

<https://www.travel.ucla.edu/concur>

Please ensure that your Concur Travel Profile matches your correct first, middle and last name before booking airline tickets. This information must match the government-issued photo identification that you will present at the airport.

To Update your Concur Travel Profile, Simply log in directly to the [UCLA Concur site](#) and click on Profile and Profile Setting. You must use only this link to update your traveler profile.

- Personal Information: Enter your contact information, emergency contact, and TSA Secure Flight data. TSA Secure Flight Data is mandatory for air travel in the US. Enter this information into your profile now to avoid any future travel disruptions.
- Payment Options: Store your credit card and billing address. For security purposes, the billing address must match your credit card statement exactly.
- Travel Preferences: Specify your flight, hotel and car preferences, including your frequent flyer information and home airport.
- Travel Arranging & Approval: Allow colleagues to book travel on your behalf.

Benefits of the Concur Online Booking Tool

- The ability to Direct Bill or pay with your own credit card for your airline purchases
- Access to all Southwest airfare including “Wanna Get-away” fares
- A customized system which includes built-in controls to guide campus users
- Concur Mobile App, a simple, secure tool that lets you manage your travel today (and expense in the near future) right from your smartphone
- Automatic Travel Insurance Registration
- Real-time access to all available flights and fares through a single online resource for booking airfare, lodging and rental car in the same reservation
- Exclusive access to negotiated airline discounts with UC preferred carriers, negotiated hotel discounts, and discount rental car rates. These discounts are not available through other agencies or sites
- Online Booking Navigation Support during regular business hours

As in the past, you will still have the option of booking your travel directly with one of our experienced travel agents by calling UC Travel Center at (310) 206-2639.

AIRFARE

General Information for Air-Car-Hotel: <https://www.travel.ucla.edu/air-car-hotel>

Airfare can be purchased by booking through [UCLA Concur site](#) or through the UC Travel Center at (310)

206-2639, which can be paid directly using university funds to avoid out of pocket expenses for the traveler. Travelers can choose to purchase their own airfare and get reimbursed after the trip. Please note that airline upgrades such as paying for **premium economy or economy plus seats** are not reimbursable. Please try to purchase the lowest airfare when given the choice of two identical flights.

If vacation days comprise over 50% of international trips longer than one week in duration, UCLA will prorate airfare and other general expenses between vacation and work days. In order for UCLA to pay for even a prorated portion of the airfare, the primary purpose of the trip must be UCLA business, not personal.

HOTEL RESERVATIONS

The University has negotiated special rates at two nationwide hotel chains: Marriott and Starwood. All University travelers are welcome to use these rates when traveling.

Marriott properties include Courtyard, Fairfield Inn, Residence Inn, Ritz-Carlton, J.W. Marriott, Renaissance, Springhill Suites, and Town Place Suites.

Starwood Hotels properties include Four Points by Sheraton, Le Méridien, Sheraton, St. Regis, The Luxury Collection, W, Westin, Aloft, and Element.

Please go to: <https://www.travel.ucla.edu/air-car-hotel/hotel-discounts-contract-rates> on how to enroll in the Marriott Rewards Program and Starwood Preferred Guest Program.

In addition, the UC Travel Center has negotiated rates at various local properties. All hotel rates negotiated for UCLA are subject to change without notice.

To make reservations, contact the UC Travel Center by phone, (310) 206-2639, email travel@finance.ucla.edu or by logging in to [CONCUR](#) to book online with the UC Travel Center.

CAR RENTAL RESERVATIONS

Car rentals can be booked through [UCLA Concur site](#). Please note that UC will not reimburse you for rental car insurance fees, upgrades, and navigation features. Please decline car rental insurance fees. Please see department staff to book car rentals through UCLA Fleet Services that can be paid directly. For a list of car rental contract rates, please go to: <https://www.travel.ucla.edu/air-car-hotel/ground-travel/car-rental-contract-rates>

TRIP REGISTRATION

<https://ehs.ucop.edu/away>

Get travel alerts, tips and stay safe. Trip registration is required for those traveling on official University business. Trip registration is required for those traveling on official University business off-campus (>100 miles) or internationally. Accurate information on travel plans is needed in order to deliver the services and protections the travel insurance policy offers. University travelers include employees, medical residents, students, fellows, and guests with travel paid by the University. *Guests participating in a UCLA sponsored and supervised event with travel paid for by the University.

- If you booked your trip through the UC Travel Center, you will automatically be registered with IJET/Worldcue.
- If you did not book your trip through the UC Travel Center, [register your travel here](#).

Remember to complete your profile in [Worldcue](#) or via the welcome email (new travelers). Completion of your profile is a crucial step in assuring your safety throughout your trip. Failure to enter this information may result in communication delays or difficulties in the event of an emergency. We encourage you to take the necessary steps to assure your safety.

TRAVEL SECURITY AND HEALTH COVERAGE BENEFITS

<https://www.irm.ucla.edu/travel-insurance>

All University travelers, including employees, medical residents, students, and fellows, are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while on official travel status. The coverage includes accidental death, accidental dismemberment, paralysis, and permanent total disability. The coverage also includes travel assistance services when the traveler is 100+ miles from his or her home or headquarters, such as:

- Security extraction (security extraction is not subject to mileage limitation),
- Emergency medical evacuation and repatriation,
- Repatriation of remains,
- Out-of-country medical,
- Loss of personal effects (employees only), and
- Other travel assistance services.

TRAVEL REIMBURSEMENT SUBMISSION

Reimbursements to be issued for research/work related travel only which includes transportation to and from research/work function(s), meals, and registration fees. Traveler is responsible for all other personal/extracurricular activities during the travel period.

Travel Reimbursements should be submitted within **45 days** after the end of the trip of when the travel occurred. Please note that there will be no more exception requests for travel reimbursements that are submitted after the fiscal year end closing deadline (usually 3rd week in June) unless you traveled the last week of June and will not be back until July of the next fiscal year.

All travel reimbursement requests should be submitted within 45 days of the travel or event. If submissions are made after 45 days, the amount of the travel or event expenses may be imputed as income to the employee on the employee's W-2 unless there is a reasonable justification for the late submission. In all cases, if the submission is made more than 6 months after the end of the trip or event, income will be imputed on the employee's W-2. Please include a justification for delay in submitting your travel reimbursement on the form if the request is more than 45 days.

PAYMENT OF EXPENSES ON BEHALF OF OTHERS

Do not pay for anyone's travel expenses other than your own (applies especially towards meal expenses). University travelers shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance. (See Section VIII.D, Payment of Group Subsistence Expenses, for more information.). If you want to pay for group registration, you can work with the department staff to request prior approval and issue a PO for payment.

TRAVEL OVER 30 DAYS

Please seek advance approval for all trips longer than 30 days. Please email ceehelp@seas.ucla.edu so we can request the approval with Travel Accounting.

REIMBURSEMENT FOR INTERNET PACKAGE DEALS

Many internet booking agencies, such as Expedia and Orbitz, offer discounts on package deals that include a combination of travel expenses purchased together (such as airfare and lodging). While they often provide cost savings, these package deals rarely include the documentation requirements necessary for University reimbursement. Travel Packages Purchased from Internet Vendors. Travel "packages" offered by Internet vendors typically do not include itemized expenses. Therefore, no business-related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, car rental, etc.) to assure appropriate documentation for reimbursement.

If a breakdown of all expenses and applicable taxes (such as airfare, airfare tax, room rate per night and room tax per night) cannot be provided by the vendor, UCLA cannot reimburse this expense. The IRS requires that receipts provide a certain amount of detail, and if that detail is not provided by the vendor, IRS requirements have not been met. Please refer to section I.2.b. of the G-28 bulletin for this policy.
<http://policy.ucop.edu/doc/3420365/BFB-G-28#page=42&zoom=auto,69,264>

OPTIONS FOR PAYING CONFERENCE REGISTRATION FEES

Travelers must often pay registration fees for conferences, conventions, meetings of professional or learned societies or community organizations. Receipts and a completed copy of the meeting registration form provided by the conference sponsor are required for all registration fee payments, regardless of the amount. Acceptable registration receipts must clearly document the form of payment used for the expense.

Please be aware of the following considerations when submitting the form for reimbursement:

- A copy of the registration form is required for any direct payment or reimbursement.
- Any expenses appearing on the registration form that are not business related must be deducted from the total payment.
- Meals included in the registration fee must be deducted from the daily per diem claim (for foreign trips) and meals should not be claimed on domestic trips if included in the registration fee.
- Training, development, membership and subscription fees are not considered travel expenses and should be submitted through Accounts Payable, unless it is absolutely necessary that they be purchased in conjunction with the registration fee, such as cases in which they provide a cost savings to the University.

There are three payment options for registration fees:

Have UCLA pay your registration fee directly to the vendor.	Mail a copy of the registration form with a BruinBuy order number to the UCLA Travel Accounting office at the address listed below. The BruinBuy order must show the conference as the payee and the conference sponsor's mailing address. Make sure the BruinBuy order number, registrant's name and the registration due date are clearly indicated on the registration form. A check will be sent directly to the conference sponsor.
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Pay with your UC Travel & Entertainment Card.	Registration fees charged to the Travel & Entertainment card can be reimbursed in advance of the conference if the claim is submitted through Express. The payment will be sent and directly credited to your T & E account.
Pay with your own funds (such as a personal credit card or personal check).	Submit a reimbursement claim after the trip has been completed. Registration expenses paid with personal funds cannot be reimbursed in advance of the conference.

LODGING REIMBURSEMENTS

<https://www.travel.ucla.edu/air-car-hotel/hotel-discounts-contract-rates>

Room rates for domestic hotels (within the Continental United States) should not exceed \$275 per night, before taxes and other fees. If the traveler is unable to secure lodging at \$275 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate. The price comparisons should be performed at the time of booking.

- 1) A traveler who is required to attend a conference where the prearranged conference lodging rate exceeds the \$275 per night cap may stay at the conference hotel without exceptional approval.
- 2) Travelers should obtain advance approval (i.e., prior to the hotel stay) from their department CAO/CFO for hotel rates in excess of these guidelines.
- 3) The UC Travel Center can assist in booking all hotels (other than those with negotiated conference rates).
- 4) When necessary, the UC Travel Center is trained in providing appropriate documentation for exceeding the hotel per diem requirements.

UC will not reimburse for incidentals during hotel stay. Hotel receipts must be itemized in order to be reimbursed. Lodging expenses are reimbursed on the following terms:

- Reimbursement is based on the amount actually incurred, and is subject to a maximum dollar limit.
- Original, itemized receipts for all lodging expenses as well as any entertainment expenditures included in the lodging claim are required for reimbursement. As per policy G-28, Lodging is not reimbursable if the lodging site is within a 40-mile radius of the traveler's residence or office.
- When non-commercial facilities such as cabins, house trailers, vans, field camping equipment or other such facilities are used, the traveler shall be reimbursed a daily amount based on an estimate of actual expenses up to 100% of the applicable federal per diem rate for the appropriate geographic area.

NOTE: UC does not allow for reimbursement of package deals from internet vendors such as Expedia, Orbitz, Hotwire, Travelocity, and etc., **unless the required receipt documentation (airline passenger receipt and itemized hotel folio) can be provided.**

Daily domestic hotel rates should not exceed 200% of the federal per diem guidelines and daily international hotel rates should not exceed 300% of the federal per diem guidelines located at:

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print%E2%80%90radio&utm_term=perdiem&utm_campaign=shortcuts

Travelers should obtain advanced approval (i.e., prior to the hotel stay) of hotel fees in excess of these guidelines.

MEALS & IE

- **For Travel more than 24 hours:** Itemized receipts are **required** for all meals to show actual meal cost per individual and alcoholic beverage restrictions. UC will not reimburse you for exceeding the maximum allocation of \$62/per day. If you cannot provide receipts for meal purchases, you will be reimbursed a maximum of \$25/day provided that you submit a signed memo with business justification.
- **For Travel less than 24 hours:** Section VIII.C. prohibits the reimbursement of meal expenses for travel of less than 24 hours unless the traveler is away from his or her home overnight ***as supported by a lodging receipt*** or other evidence explaining why the traveler was unable to obtain a receipt. Reimbursement for meals will be approved according to your time of departure and return from research/work related function(s).

TRANSPORTATION

Travelers are advised to use taxis, shuttles or other relatively inexpensive methods for transport to and from the airport. When a driver is needed, an adequate business justification specific to the event is required.

Individuals traveling alone who need rental cars should select an intermediate or smaller car. Excess charges for larger cars need proper business justification; the traveler may be asked to pay the difference between an intermediate and larger car if the business justification is inadequate. Advance permission is recommended.

Tips should not exceed 20% of the transportation costs. The traveler may be asked to pay the difference between a 20% and larger tip.

MILEAGE FOR USE OF PERSONAL VEHICLE

Effective January 1, 2021, the mileage reimbursement rate is 56 cents per mile. When private cars are used on University business, the employee must certify that the vehicle has the minimum liability coverage prescribed by UC Travel Guidelines:

- \$50,000 for personal injury to, or death of, one person.
- \$100,000 for injury to, or death of, two or more persons in one accident.
- \$50,000 for property damage.

NOTE: You cannot be reimbursed for gas if you claim mileage for using your personal automobile for the trip. You can only be reimbursed for gas if you used a car rental.

REQUIRED REIMBURSEMENT DOCUMENTS CHECKLIST

Please submit all documents to ceehelp@seas.ucla.edu

Travel Reimbursement form

(https://www.cee.ucla.edu/wp-content/uploads/cee/CEE_Travel-Reimbursement-Form_Jan-2021.xlsx)

- Completely filled out and signed by your faculty advisor upon completion of travel.
- Submit reimbursement paperwork within 45 days after business travel.
- Explanation of business purpose required.
- Justification required if reimbursement is submitted after 45 days.

For Faculty – Entertainment expenses during travel with Non-UC employees

Please provide name and affiliation of attendee(s). See Policy BUS-79 which addresses reimbursements for business meals and entertainment.

Registration / Conference Fees

Registration confirmation required w/ proof of payment (ie.1234-1234-1234-xxxx or provide credit card statement).

Proof of Payment

For hotel, airfare, & registration receipts that do not display the last four digits of your credit card number or if you paid by check, please provide proof of payment (credit card statement or return check).

Claiming mileage

Please use Google Maps to map out your start to destination point to obtain proof of mileage and attach along with a travel reimbursement request form. Please include your license plate number on Travel Reimbursement Form for all mileage reimbursement. Note: If you claim mileage, you cannot be reimbursed for gas. You can only be reimbursed for gas if you have a car rental.

**QUESTIONS ABOUT TRAVEL POLICIES, REIMBURSEMENTS,
TRAVEL ARRANGEMENTS?**

CONTACT: ceehelp@seas.ucla.edu