

GLOBAL ENGAGEMENT (GE) OFFICE  
College of Agricultural & Environmental Sciences

Helpful Guidelines and Requirements in Preparing and Submitting Aggietravel Reports

Before embarking on any University-related travel, it is important to familiarize yourself with applicable policies and regulations. All university-paid travels, regardless of payment method is subject to IRS tax laws and UC policies. It is critical to have the expense report prepared and submitted within 60 days of travel to avoid the costs being treated as imputed income and be subjected to Federal and State tax.

In order for your GE support staff to provide a better and timely service with your travel expense reports, please be guided by the following information and submit the requirements as outlined below:

1. Itinerary and agenda of your trip within the country/ies you visit. Always include a copy of the program if the trip was a) for or included attendance to a conference, workshop, seminar or meeting, or, b) any other kind of business-related activity (project trip, etc).
2. Provide a more descriptive business purpose of your trip. A “business purpose” is needed for all report types. Some recommendations for composing a business purpose are:
  - Including the reason this trip was taken. This reason must align with the UC Mission
  - Including the name of the conference/seminar/event/training that is being attended, if applicable.
  - Do not use acronyms. Spell out things in their entirety to avoid confusion
  - Never assume that the report reviewer knows the person for which the report is for. Always be clear with names, job titles, and their relevance to travel.
3. All receipts must show proof of actual payment, not an invoice. The balance on the payment document must show “0”.

If you are unable to provide a receipt and all means to provide one are already exhausted, especially for airticket and lodging expenses or items more than \$70 per transaction, please submit an accomplished “declaration of missing receipt form” (see link below).

[https://supplychain.ucdavis.edu/sites/g/files/dgvnsk2181/files/inline-files/FORM\\_LostReceipt.pdf](https://supplychain.ucdavis.edu/sites/g/files/dgvnsk2181/files/inline-files/FORM_LostReceipt.pdf)
4. All receipts, if written in native language, must have an English translation and must have the USD converted rate, if paid in the local currency. ALWAYS ask for a receipt, and keep all receipts including the itemized bill.
5. If your approved budget allows for it, meal & incidental expense allowances for foreign travels follow published rates of the Dept of State Office of Allowances
6. ([https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)).
7. For domestic travels (within the continental US), reimbursement of meal expenses shall be based on actual expenses incurred. Reimbursements for a flat rate per day are never allowed for this type of travels. For guidance, the current daily cap for M&IE expenses in the US, per UC policy is \$62, but again, we are not allowed to claim a flat rate for domestic travels.

### Group travel and you are the Group Leader:

A GROUP LEADER is a person who will pay for all or the majority of a group's expenses because it would be considered a hardship to have the group cover their own expenses. To obtain group leader status approval, send the request to Ermias Kebreab for GE-sponsored travels with a description of the circumstances surrounding the group travel.

In addition to the above list, below is additional information for group travel/group leaders:

8. The group leader should arrange for all airfare and lodging for the group, utilizing campus travel resources (ConnexUC partners such as Anthony and STA TRAVEL)
9. If meals are paid for a group, list of names and an itemized list for meal orders must support the paid receipt.
10. Please state the date and location of when and where expense occurred and location on all receipts if not already indicated.
11. Agendas, sign-in sheets and cash receipt forms must be included for meetings where per diem or meals are provided. Cash receipts showing funds provided to participants must have a breakdown of what was paid to them (i.e. per diem, ground transportation, accommodations, etc), amounts may *not* be one lump sum. Only pay per diem, lodging and travel expenses for approved attendees.
12. Please make sure lodging receipts show the names of the attendees or participants.
13. If per diem will be paid, please make sure to deduct any meal provided by the hotels or by the meeting organizers from the per diem amount.
14. All receipts must be submitted in chronological order. Small receipts must be organized and taped on sheets of paper before submission.
15. Travelers/submitters/preparers need to submit or upload only receipts that are being REQUIRED by the system and only the relevant pages. Extra pages from the vendor, like airlines and hotel rules, etc. need not be included. For a more detailed information on group travel conditions, please visit this link:  
<https://supplychain.ucdavis.edu/travel-entertainment/travel/group-travel>
16. If you have a corporate card, you MUST monitor your corporate card to make sure expenses are paid off within 60 DAYS of the initial charge. You will be personally responsible for any and all late fees.
17. Do NOT get any airfare upgrades, including early bird check in, except if you are using your mileage privileges or paying out of pocket. Exceptions to airfare upgrade chargeable to a business account, apply in the following situations only:
  - Business or first-class is the only service offered between two points.
  - The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections.
  - An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours.

- The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler.

18. Baggage fees associated with official travels are valid business expenses.

19. DO NOT SIGN UP for airline-offered-for-a-fee insurance coverage as this will not be reimbursed by the University. However, following University procedure, you are required to sign up for insurance while on travel, especially if your tickets are purchased using your personal credit card. The form is on this link:

<https://globalaffairs.ucdavis.edu/travel/register>

Important Guidelines for the Use of Your Travel Card (list of travel policies can be found on document [PPM 300-10](#)):

1. Use of the Travel Visa card for unauthorized or personal expenses is prohibited.
2. Expenses incurred on behalf of a fiscal officer may not be charged to accounts which that fiscal officer is responsible for, without additional approval by a more senior financial official within the department, college or division.
3. Travelers who appear to be treating the daily meal limit as a per diem, by claiming the full amount or another fixed amount on a repeated basis without additional justification, will be required to provide supporting receipts for future meal claims, in accordance with [BFB G-28](#).
4. Department head (or equivalent authority) is responsible for the resolution of outstanding issues or charges related to overdue unreconciled expenses

Important Information Regarding Travel During the Covid-19 Pandemic:

1. Air travel- It is highly important to social distance (remain 6 feet apart from another person) whenever possible. Be sure to always travel with a mask, and utilize it whenever mandated. You will notice an increase in hygiene and sanitization stations throughout all air travel locations.
2. Car rentals- Car travel has become a much more popular way of traveling, as sanitization practices have increased since the beginning of this pandemic. Curbside pick-up and drop-off is highly recommended when offered to avoid transmission of the virus.
3. Hotels- As with other travel agencies, hotels have ramped up their sanitization practices. To better protect yourself from the virus, it is encouraged that you order room service as much as possible to avoid contact with others.
4. Benefits of booking through UC-preferred agencies during the pandemic- The University is in constant negotiation with various travel agencies, which allows for many “perks” for you as a traveler. It is encouraged to book through these agencies, as many have negotiated the reuse or refund of fares and reservations due to the pandemic. Research these options before booking through an outside agency.

Your CA&ES Office of Global Engagement administrative team appreciates your cooperation in ensuring that your expense report documents are in order prior to submission.