

## Travel FAQ (Frequently Asked Questions)

When traveling on behalf of the University, traveler(s) are required to use the most economical mode of transportation by the most frequently traveled route. Original receipts are required for all expenses with a valid business justification.

The following transportation expenses are examples of those that are reimbursable by the University:

- Airline tickets
- Taxi and other ground transportation
- Car rentals
- Private car mileage
- Emergency repairs to University vehicles
- Parking fees and tolls

If you are planning on traveling for business/conference/research purposes and would like JIFRESSE to pay for your airfare using a Full-Accounting-Unit (FAU) please contact Sage Kim : [sagekim@jifresse.ucla.edu](mailto:sagekim@jifresse.ucla.edu) and book your flights on CONCUR (<https://travel.ucla.edu/concur>) and request for a Concur Request ID as payment.

### Reimbursements:

Visit: <https://jifresse.ucla.edu/resources> (download and fill out the Travel Reimbursement Form) and submit it to Sage Kim.

UCLA encourages individuals to be prudent in making travel and entertainment arrangements. The guidelines presented below supplement IRS regulations and University policies in order to assist UCLA faculty, staff and administrators in maintaining their fiduciary duty to use University resources appropriately.

## UCLA Travel & Entertainment Expense Guidelines

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#### I. AIRFARE

- a. In general, UCLA will pay for economy fares. Travel should be scheduled as far in advance as feasible and prudent in order to obtain the lowest possible fares.
- b. UCLA will pay for the least expensive business class ticket for those travelers with an approved justification to travel in business class. UCLA will pay for the least expensive first class ticket if the aircraft does not have business class.

- i. Health requirements must be documented by a licensed physician, acknowledged by the unit's CAO/CFO, updated annually, and maintained securely in the Travel Accounting Office.
  - ii. Employees who wish to purchase an upgradable business class ticket (i.e., a ticket that provides the option to upgrade from business class to first class) must pay any increase in price from a non-upgradeable business class ticket. Documentation of ticket prices from the date of purchase must be attached to the travel reimbursement form.
- c. 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.
- d. Travelers should seek advance approval for trips longer than 30 days.
- e. The UC Travel Center can assist with all airfare tickets and advise travelers on how to comply with University policy and campus guidelines. Travel Center staff are trained in providing appropriate documentation for ticket costs, including trips that involve exceptions to policy.
- f. Any UCLA-funded airfare expenses must be included on an expense report, even if direct-billed to the University. Travelers are discouraged from using their Travel & Entertainment (T&E) Card to pay for airfare, as payment cannot be processed until after completion of the trip.
- g. Beginning in 2018, a Carbon Mitigation Fee will be assessed to each business related flight. This will occur at the point of reimbursement for the trip. Please refer to the Sustainability website for further information about this program:  
<https://www.sustain.ucla.edu/airtravelfund/>

## **II. HOTELS**

- a. Room rates for domestic hotels (within the Continental United States) should not exceed \$275 per night, before taxes and other fees.
  - i. 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.
  - ii. Traveler who is required for attend a conference where the prearranged conference lodging rate exceeds the \$275 per night cap may stay at the conference hotel without exceptional approval.
- b. 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.

## **III. MEALS**

- a. Meals are reimbursed on actual basis (please keep all itemized receipts) when submitting your reimbursement.

**IV. FOREIGN PER DIEM**

- a. Lodging and meal expenses incurred outside of the Continental United States are limited to expenses actually incurred, not to exceed the local per diem rate.
- b. In the reimbursement system, foreign lodging and meal expenses should be entered as a per diem claim and adjusted down from the maximum if the traveler did not spend the full daily rate.
- c. Although receipts are not required to be provided in the travel reimbursement system for reimbursements up to the maximum per diem, it is recommended that departments or travelers maintain receipts supporting maximum foreign per diem claims in case of external audit. Individuals claiming the maximum per diem consistently will need to attest to the fact that the requested per diem amounts are less than or equal to the actual amount spent.

**V. GROUND TRANSPORTATION**

- a. Travelers are advised to use taxis, shuttles or other relatively inexpensive methods for transport to and from the airport. When a more expensive chauffeured driver service is needed, an adequate business justification specific to the event is required.
- b. 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.
- c. Tips should not exceed 20% of the transportation costs. The traveler may be asked to pay the difference between a 20% and larger tip.
- d. Parking and mileage expenses for employees traveling between the UCLA campus and UCLA locations where free shuttle service is available (i.e. UCLA Medical Center in Santa Monica) are generally not reimbursable. More information about the staff shuttle service can be found on the UCLA Health website:  
<https://www.uclahealth.org/sustainability/transportation>

You can also visit UCLA's travel website for more information: <https://www.travel.ucla.edu/additional-resources>