

Travel Expenses and Reimbursements

4/20/2023



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Travel Expenses and Reimbursements - Objectives

Learning Objectives: Get answers to the following:

What qualifies as a travel expense?

What approvals are needed?

How can we claim reimbursements for hotels, transportation/mileage and meals?

Travel Expenses and Reimbursements – Aggie Expense Dashboard

Log into Aggie Expense

The screenshot displays the SAP Concur Aggie Expense dashboard. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Approvals, and App Center. The user's profile and help options are visible in the top right corner. Below the navigation bar, the Aggie Expense logo is on the left, and a summary row shows: + New, 00 Required Approvals, 00 Authorization Requests, 00 Available Expenses, and 00 Open Reports.

TRIP SEARCH

Booking for myself | [Book for a guest](#)

✈️ 🚗 🛏️

COVID-19 implications may exist for your trip. Stay informed by visiting our COVID-19 Information Hub. [Click here.](#)

CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS.

TRAVEL INTO U.S. MAY REQUIRE ESTA AUTHORIZATION. FOR DETAILS VISIT [THE ESTA WEBSITE](#).

Warning- Duplicate air bookings may result in fees from the airlines. Duplicate bookings are defined as reserving multiple seats on the same flight or different flights for the same time frame.

Flight Search

Round Trip | One Way | Multi City

From [Find an airport](#) | [Select multiple airports](#)

To [Find an airport](#) | [Select multiple airports](#)

[Show More](#)

COMPANY NOTES

[Register your trip with UC Away](#)
If you didn't purchase airfare through AggieExpense, please click here to register your trip with UC Away.

[UC Davis Non-Employee application](#)
Setup and maintain non-employee profiles for guests and students traveling or entertaining for official UC business.

By way of accessing and/or utilizing any of our services, you agree that your personal data will be used in accordance with BCD's [Global Privacy Policy](#).

[Read more](#)

MY TASKS

- 00** Required Approvals →
Great! You currently have no approvals.
- 00** Available Expenses →
You currently have no available expenses.
- 00** Open Reports →
You currently have no open reports.

Travel Expenses and Reimbursements – Where to Find Listed Expenses

<p>00 Available Expenses →</p> <hr/> <p>You currently have no available expenses.</p> 	<p>00 Open Reports →</p> <hr/> <p>You currently have no open reports.</p> 
--	--

If you use the UC Travel Card, then you will have expenses listed in the “Available Expenses” section. To start your travel report, click on the →

If you paid out of pocket, then you will have no expenses listed. The “Open Reports” section will be used to start your report, click on the →

Travel Expenses and Reimbursements – Create New Report

Manage Expenses

REPORT LIBRARY View: Active Reports ▾

+

Create New Report

Click Create New Report 

Travel Expenses and Reimbursements – What to Fill Out and Where

The first page of your travel report is your Report header

Policy will default with T&E/Prof Expenses

User Id defaults

Email of the person creating the report

Highlighted areas will auto populate. These boxes identify what unit you work for and who will approve your document

The screenshot shows a 'Create New Report' form with the following fields and callouts:

- User ID:** 10212181 (Callout: User Id defaults)
- Report Name:** (Empty)
- Event/Trip Start Date:** MM/DD/YYYY (Callout: Email of the person creating the report)
- Event/Trip End Date:** MM/DD/YYYY
- Preparer Email:** (Empty)
- Policy:** *T&E/Prof Expenses (Callout: Policy will default with T&E/Prof Expenses)
- Event/Trip Purpose:** None Selected
- Reimbursement Method:** None Selected
- Report Type:** None Selected
- Business Purpose:** (Empty)
- Exception requested: spouse/partner or other traveler(s) expense:** No
- Related Report Key or Report Number:** (Empty)
- Report Total:** (Empty)
- Approving Department:** (203000) ANRPATH BUS OPS CNTR - DAVIS (Highlighted)
- Approving Subdepartment:** ((DEF]) ANRPATH BUS OPS CNTR - DAVIS (Highlighted)
- Approving Division:** (99) 99 (Highlighted)
- Approval Type:** (Travel) ANRPATH BUS OPS CNTR - DAVIS (Highlighted)
- Comment:** (Empty)

Travel Expenses and Reimbursements – Location and Timeframe

First Row of Report Header

User ID
10212181

Policy *
*T&E/Prof Expenses

Report Type *
None Selected

Destination *
1. In State

Reimbursement Method *

This field is missing required information.

None Selected

1. Travel - Less than 30 Days

2. Travel - 30 Days or More

3. Travel - Foreign

4. Travel - Group

From the drop down choose your Report Type. For the Statewide Conference you will Choose Travel – Less than 30 Days

When you choose Travel you will be asked to choose a destination. For the Statewide Conference choose 1. In State

Travel Expenses and Reimbursements – Row Two of Report Header

Report Name *

Report Name should be something identifiable if you need to find it later. E.g. "Roman_Statewide_Conference"

Event/Trip Purpose *

None Selected ▼

Choose the purpose from the drop down. for the conference you will be Conference Attendee

Event/Trip Purpose *

None Selected ▼

- None Selected
- Conference Attendee
- Conference Participant
- Development
- Faculty Recruiting

Business Purpose *

The Business Purpose must clearly and fully indicate how the travel/event supports one of the university's major functions of teaching, research, patient care, or public service.

[Click for examples.](#)

Travel Expenses and Reimbursements – Start and End Dates

Event/Trip Start Date is the first date you are using that you are claiming a reimbursement.

! Event/Trip Start Date * ?

 
Preparer Email *

You always want to choose option 1. for Reimbursement method.
Reimbursement will follow your UC Path payment method.

! Event/Trip End Date * ?

 
Reimbursement Method *
None Selected 

Reimbursement Method *

None Selected 

- None Selected
- 1. Direct Deposit/Paper Check
- 2. Mail to Department
- 3. Mail to Address in Profile
- 4. Bank Draft/Wire Transfer

Event/Trip End Date is the last date you are using that you are claiming a reimbursement.

Travel Expenses and Reimbursements – Report Keys, Numbers, and Total

Related Report Key or Report Number ?

“Related Report Key” or “Report Number” box is only needed if you needed to do a second report related to an earlier report. This will allow you to reference them.

Report Total

The “Report Total” box will populate when you complete the report.

Travel Expenses and Reimbursements – Create Report

Comment

Comment box is optional.

Cancel

Create Report



Click Create Report so you can enter expenses.

Travel Expenses and Reimbursements – Report Information

Report Header

Roman_Statewide Conference | \$0.00

* Required field

User ID

10212181

Destination *

1. In State

Business Purpose *

Attend a multi day UC ANR conference for 2025-2040 strategic visioning process and career development

Reimbursement Method *

1. Direct Deposit/Paper Check

Policy *

*T&E/Prof Expenses

Report Name *

Roman_Statewide Conference

Event/Trip Start Date * ?

04/23/2023

Exception requested: spouse/partner or other traveler(s) expense ?

No

Report Type *

1. Travel - Less than 30 Days

Event/Trip Purpose *

Conference Attendee

Event/Trip End Date * ?

04/27/2023

Preparer Email *

tiroberts@ucanr.edu

Related Report Key or Report Number ?

Report Total

0

Amount University Paid

0

Report Currency

US, Dollar

Personal Expenses

0

Amount Due University

0

Approval Status

Not Submitted

Amount Not Approved

0

Amount Due User

0

Travel Expenses and Reimbursements – Adding an Expense

Roman_Statewide Conference \$0.00

Not Submitted | Report Number: I30HT8

Report Details ▾ | Print/Share ▾ | Manage Receipts ▾

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to ▾



No Expenses
Add expenses to this report to submit for reimbursement.

Click Add Expense

Add Expense ✕

0 Available Expenses | + Create New Expense

Search for an expense type

- Entertainment (Supplies or materials, tips, alcohol, or other)
- Gas or Fuel
- Ground Transportation
- Laundry (Trip Over 6 Days)
- Lodging
- Lodging-Other
- Meals and Incidentals (incl. tips)
- Meeting Room Rental

In the Add Expense window, scroll until you find the expense you need.

Travel Expenses and Reimbursements – Lodging

New Expense

Details | Itemizations

Allocate

* Required field

Expense Type *
Lodging

Check-in Date *
03/08/2023

Check-out Date *
03/10/2023

Nights:
2

Transaction Date *
03/09/2023

Business Purpose

Vendor *
Residence Inns

City of Purchase *
San Marcos, California

Payment Type
Out of Pocket

Amount *
383.50

Currency *
US, Dollar

Comment

For Lodging you will enter the details on the first screen. Anything with a * is required.

Once the Details screen is entered you will enter the Itemizations.

Travel Expenses and Reimbursements – Lodging Itemizations

Details | **Itemizations**

Amount \$383.50	Itemized \$0.00	Remaining \$383.50
--------------------	--------------------	-----------------------

New Itemization * Required field

Expense Type*

Entry Type: 03/08/2023 - 03/10/2023 (Nights: 2)

Your hotel room rate was:
 The Same Every Night Not the Same

Room Rate (per night...)	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) [Add Tax Fields](#)

You need to break down the cost of the nightly rate and taxes.

If the nightly rate is not the same each night, then you can click on “Not the Same,” and you will get boxes for each night.

Travel Expenses and Reimbursements – Amounts and Itemizations

Details | **Itemizations**

Amount	Itemized	Remaining
\$383.50	\$383.50	✓ \$0.00

New Itemization * Required field

Expense Type*

Entry Type: Recurring Itemization 03/08/2023 - 03/10/2023 (Nights: 2)

Your hotel room rate was:

<input type="radio"/> The Same Every Night	<input checked="" type="radio"/> Not the Same
--	---

Date	Room Rate*	Room Tax	Tax 2	Tax 3
03/08/2023	<input type="text" value="169.00"/>	<input type="text" value="16.90"/>	<input type="text" value="0.34"/>	<input type="text"/>
03/09/2023	<input type="text" value="179.00"/>	<input type="text" value="17.90"/>	<input type="text" value="0.36"/>	<input type="text"/>

(Amounts in USD) Add Tax Fields

Your "Amount" and "Itemized" totals should balance.

Once balanced click Save Itemization



Save Itemization

Cancel

Travel Expenses and Reimbursements – Receipt Required

Details | Itemizations Hide Receipt 

 Allocate

* Required field

Expense Type *
Lodging ▼

Check-in Date *  Check-out Date *  Nights: 2

Transaction Date *  Business Purpose

Vendor *  ▼ City of Purchase * ▼

Payment Type

Amount * Currency * ▼

Comment



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Lodging expenses ALWAYS require an itemized receipt. You can attach here.

Travel Expenses and Reimbursements – Expense Type

Roman_Statewide Conference \$0.00
Not Submitted | Report Number: I30HT8

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

No Expenses
Add expenses to this report to submit for reimbursement.

Click Add Expense

Add Expense ✕

0 Available Expenses + Create New Expense

Search for an expense type

- Entertainment (Supplies or materials, tips, alcohol, or entry)
- Gas or Fuel
- Ground Transportation
- Laundry (Trip Over 6 Days)
- Lodging
- Lodging-Other
- Meals and Incidentals (incl. tips)
- Meeting Room Rental

In “Add Expense” window, scroll until you find the expense you need

Travel Expenses and Reimbursements – Meals and Tips

Details | Itemizations

 Allocate

* Required field

Expense Type *
Meals and Incidentals (incl. tips) ▼

Transaction Date *
03/09/2023 

Business Purpose

Enter Vendor Name
Chick Fil A

City of Purchase *
 ▼ San Marcos, California

Payment Type
Out of Pocket

Amount *
12.90

Currency *
US, Dollar ▼

Comment

Your meals should be for the actual date you ate, for the amount you spent including tip.

Meals & Incidentals FAQs – Allowed and Not Allowed

Meals

- Reimbursement only for actual expenses incurred
- \$79/day max including tip
- Overnight stay required
- **No alcohol can be reimbursed!**
- Receipts only required if one meal/transaction costs over \$75
- Only use T-Card for your own meal

Meals & Incidentals FAQs - Incidentals

- Tips and gratuity (restaurant servers, baggage carriers, train porters, etc.)
- Incidentals do *not* include
 - personal items (e.g. a toothbrush)
 - housekeeping tips (those should be categorized as lodging expenses)
- No receipt required for incidentals, but the \$79 daily limit for meals includes incidentals

Travel Expenses and Reimbursements – Ground Transportation

New Expense

Details

Itemizations

Attendees (1) | Allocate

* Required field

Expense Type *

Ground Transportation

Transaction Date *

03/09/2023

Business Purpose

Select Vendor Type *

None Selected

None Selected

1. Parking/Tolls

2. Taxi/Uber/Lyft

3. Shuttle Bus

4. Train/Light Rail/Rapid Transit

City of Purchase *



San Marcos, California

Currency *

US, Dollar

Ground Transportation includes:

- Parking
- Tolls
- Taxi
- Uber/Lyft

Select Vendor Type – Drop Down
choose the correct type. Then enter
the amount.

Ground Transportation FAQ's – What Counts as What

Taxis, Shuttles, and Public Transportation

- Taxis, shuttles, public transportation, and ride share services (Lyft and Uber) are all allowed.
- Reasonable tips and gratuity are permitted.
- Limousine or car service is only permitted with appropriate business justification.
- Receipts are required for any expense \$75 or higher.

Parking and Tolls

- Parking expenses are permitted.
- Tolls are permitted.
- Receipts are required for any expense \$75 or higher.

Travel Expenses and Reimbursements – Calculating Mileage

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

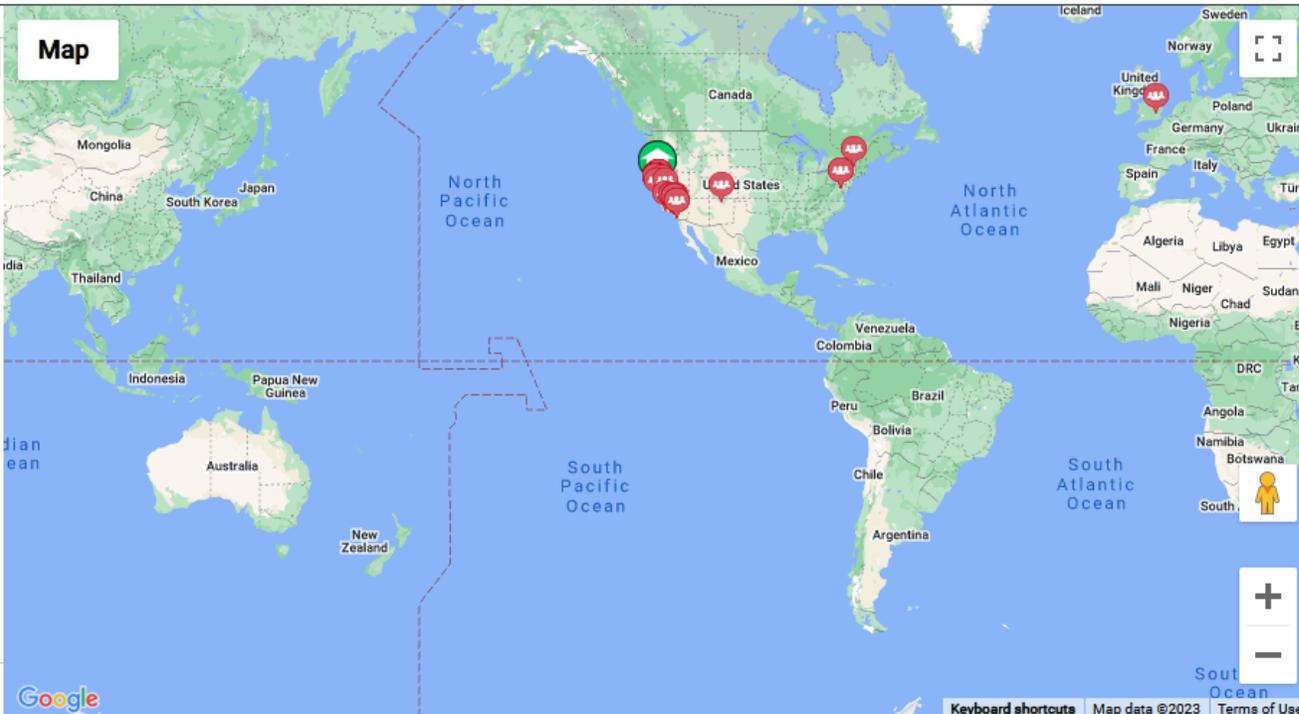
A 1120 Prego Way, Sacramento, CA 95834

B

Calculate Route

TOTAL PERSONAL 0.0 MI

TOTAL BUSINESS 0.0 MI



Map

Keyboard shortcuts Map data ©2023 Terms of Use

Add Mileage to Expense Cancel

For mileage, you can either use

- The Mileage-Google Maps option or
- The Mileage Log option

Travel Expenses and Reimbursements – Mileage Reporting

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

A 1120 Prego Way, Sacramento, CA 95834 484.7 MI
B Los Vallecitos Blvd, San Marcos, CA 921 Personal

Calculate Route Make Round Trip

Directions

A 1120 Prego Way, Sacramento, CA 95834, USA

486 mi. About 7 hours 28 mins

1. Head north on Prego Way toward Guava Way	167 ft
2. Turn left onto Guava Way	256 ft
3. Turn left onto Bridgeford Dr	482 ft
4. Turn right at the 1st cross street onto San Juan Rd	0.6 mi
5. Turn right onto Truxel Rd	0.5 mi
6. Merge onto I-90 W via the ramp to San Francisco	0.0 mi

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 484.7 MI

Map

Map data ©2023 Google, INEGI Terms of Use

Add Mileage to Expense Cancel

For drive to conference, you will enter starting point to hotel.

Click “Add Mileage to Expense”

Travel Expenses and Reimbursements – Mileage Reporting

Details | Itemizations | Show Receipt

Mileage Calculator * | Allocate

Expense Type *
Mileage - Google Maps

Transaction Date *
03/09/2023

From Location
1120 Prego Way, Sacramento, ...

To Location
1245 Los Vallecitos Blvd, San ...

Vehicle has liability insurance required by policy G-28?

Payment Type
Out of Pocket

Comment

Vehicle ID *
NISSAN

Distance to Date
0

Distance *
485

Number of Passengers
0

Amount
317.68

Currency
US, Dollar

Reimbursement Rates
USD 0.655 per mile
[View all reimbursement rates](#)

Save Expense | Save and Add Another | Cancel

Information comes over from Google Maps.

Insurance question must be answered.
**G-28 policy details in later slide.

Your personal vehicle information must be preset up in your profile.

Mileage How Tos & FAQs - To Register a Car:

1. Click **Personal Car** under the **Expense Settings** in your AggieExpense Profile.

Profile → **Profile Settings** → **Personal Car** (left menu)

2. On the **Personal Car Registration** page, click **New** to register a car

3. Enter the **Vehicle ID** - Suggestion: Name the vehicle the *mileage type*

4. Select the **Vehicle Type**

5. Click **Save**.

Mileage How Tos & FAQs – Personal Insurance:

Personal insurance is required if driving your own car on UC business. The minimum prescribed liability insurance coverage is as follows: \$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; and \$50,000 for property damage. [G-28 for specific limits](#).

Mileage Logs should only be used in lieu of the Google Maps if you are getting reimbursed for multiple trips on a single report.

Mileage reports should include the complete address for each origin and destination:

Complete address must include the street number, name, and city

When using the mileage log, if the complete address is provided, an attached Google Map is not required

Mileage - How Tos & FAQs

- Mileage should be calculated from the location that is the shortest distance when you are working from a remote location.
 - If you go to a meeting from your remote location but your home department is closer, then the location closer to the meeting would be your starting location.

Meeting travel reimbursement:

All employees should have a standard home department/office set up agreed upon with their supervisor.

- Doesn't apply to a meeting an employee would normally have had to join
 - Travel to and from regular meetings is an expectation included in remote work agreement

Travel Expenses and Reimbursements – Must Attach Agenda

Roman_Statewide Conference \$732.61 Delete Report

Not Submitted | Report Number: I30HT8

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense Edit Manage Attachments Allocate Combine Expenses Move to ▾

Alerts ↑↓ Receipt ↑↓ Missing Receipt Declaration Expense Type ↑↓ Vendor Details ↑↓ Date

<input type="checkbox"/>		Out of Pocket	Lodging	Residence Inns San Marcos, California	03/0
<input type="checkbox"/>		Out of Pocket	Lodging	Residence Inns	03/0

All conferences, trips and events you need to have an agenda, schedule, program, etc attached to the Aggie Expense report.

Click on Manage Receipts and select Manage Attachments

Travel Expenses and Reimbursements – Finding Receipts

Report Attachments

1 of 1 Automatic Zoom

Residence INN
BY HARRIOTT

Residence Inn®
1245 Los Vallecitos Blvd., San Marcos, CA 92069 P 760.591.9828
Marriott.com/SANMC

Tayebeh Hoeselnlyazdl Room: 419
1050 E. Holton Road Room Type: STKT
1050 East Holton Road Number of Guests: 1
Hotville CA 92250 Rate: \$179.00 Clerk: ANS
Arrive: 08Mar23 Time: 07:38PM Depart: 10Mar23 Time: 07:09AM Follo Number: 78789

DATE	DESCRIPTION	CHARGE\$	CREDITS
08Mar23	Room Charge	169.00	
08Mar23	Occupancy Sales Tax	16.90	
08Mar23	Convention and Tourism Tax	0.34	
09Mar23	Room Charge	179.00	
09Mar23	Occupancy Sales Tax	17.90	
09Mar23	Convention and Tourism Tax	0.36	
10Mar23	Master Card		383.50

Card #: MCXXXXXXXXXXXX7289XXXX
Amount: 383.50 Auth: 00143M
This card was electronically swiped on 08Mar23

BALANCE: 0.00

As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See our 'Privacy & Cookie Statement' on Marriott.com.

Delete

Add

Open

Any receipts you have added will show up in the window.

Click "Add" and your computer files will open to search for the files you want to add

File Upload

This PC > Desktop

Search Desktop

Organize New folder

Name	Date modified	Type	Size
logo	3/22/2023 9:29 PM	JPG File	9 KB
Sample Receipts	3/22/2023 9:22 PM	Adobe Acrobat D...	74 KB
Box	3/22/2023 8:07 PM	Shortcut	2 KB
B15454882	3/22/2023 5:04 PM	Adobe Acrobat D...	87 KB
B15312623 (002)	3/22/2023 5:03 PM	Adobe Acrobat D...	90 KB
B15181705 (003)	3/22/2023 5:02 PM	Adobe Acrobat D...	89 KB
BA 61404 DC 1012863 backup	2/22/2023 3:52 PM	Adobe Acrobat D...	112 KB

File name: All Supported Types

Open Cancel

Expense - Romi

Hotville CA 92250 Rate: \$179.00 Clerk: ANS
Arrive: 08Mar23 Time: 07:38PM Depart: 10Mar23 Time: 07:09AM Follo Nun

DATE	DESCRIPTION	CHARGE\$	C
08Mar23	Room Charge	169.00	
08Mar23	Occupancy Sales Tax	16.90	
08Mar23	Convention and Tourism Tax	0.34	
09Mar23	Room Charge	179.00	
09Mar23	Occupancy Sales Tax	17.90	
09Mar23	Convention and Tourism Tax	0.36	
10Mar23	Master Card		

Card #: MCXXXXXXXXXXXX007289XXXX

Travel Expenses and Reimbursements – Preparation for Allocation

<input type="checkbox"/> Alerts ↑↓ <input type="checkbox"/> Receipt ↑↓ <input type="checkbox"/> Payment Type ↑↓ <input type="checkbox"/> Expense Type ↑↓ <input type="checkbox"/> Vendor Details ↑↓ <input type="checkbox"/> Date ☰ <input type="checkbox"/> Requested ↑↓ <input type="checkbox"/> ^							
<input checked="" type="checkbox"/>		Out of Pocket	Lodging	Residence Inns San Marcos, California	03/09/2023	\$383.50 Itemized	^
<input checked="" type="checkbox"/>		Out of Pocket	Lodging	Residence Inns San Marcos, California	03/09/2023	\$179.00	
<input checked="" type="checkbox"/>		Out of Pocket	Lodging Tax	Residence Inns San Marcos, California	03/09/2023	\$18.26	
<input checked="" type="checkbox"/>		Out of Pocket	Lodging	Residence Inns San Marcos, California	03/08/2023	\$169.00	
<input checked="" type="checkbox"/>		Out of Pocket	Lodging Tax	Residence Inns San Marcos, California	03/08/2023	\$17.24	
<input checked="" type="checkbox"/>		Out of Pocket	Meals and Incidentals (incl. tips)	Starbucks San Marcos, California	03/09/2023	\$9.53	
<input checked="" type="checkbox"/>		Out of Pocket	Meals and Incidentals (incl. tips)	Chick Fil A San Marcos, California	03/09/2023	\$12.90	
			Ground Transportation				
						\$732.61	

Once all expenses are added, you can select all lines to allocate the expenses

Travel Expenses and Reimbursements – Click Add

Percent	Amount		
Amount \$732.61	Allocated \$732.61 100%	Remaining \$0.00 0%	
Default Allocation			
Code <i>Default</i>		Percent % 100	
Add	Edit	Remove	Save as Favorite

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Cancel

Save

Travel Expenses and Reimbursements – Which Account to Use

Chart/Account **	
▼	L/ANRA
Sub Account	Most Recently Used (L/BOC44GF-FYC22) FY2021-22 FISCAL YEAR CLOSE
Project	(L/ANRACAD) ANR ACAD RAMP UP:ADVISOR RECRU/MOVE EXP
▼	Search by Code

- For the account: Chart is L/#####.
- Click on the correct account.
- This is a required field.

▼	22
Project	Most Recently Used (L/BOC44GF-FYC22) FY2021-22 FISCAL YEAR CLOSE
▼	(22001) FOOD SAFETY ORG PROD ADV IMPERIAL ADV (22002) ORG MAT MGMT AREA ADV SANTA CLARA ETC (22003) ORG MAT MGMT AREA ADV ORANGE ETC (22004) 4h COMM ENG AND YOUT AREA ADV (22005) YOUTH DEV AREA ADV SAN DIEGO ORANGE

- For the sub account, start entering and available options will appear.
- Select the correct option (as needed).
- Project Code is entered the same way (as needed).

Travel Expenses and Reimbursements - Allocations

Allocate x

Expenses: 8 | \$732.61 | [View Allocation Group](#)

Percent	Amount
Amount	Allocated \$732.61
\$732.61	100%
	Remaining \$0.00
	0%

Default Allocation

Code Percent %

Default 0

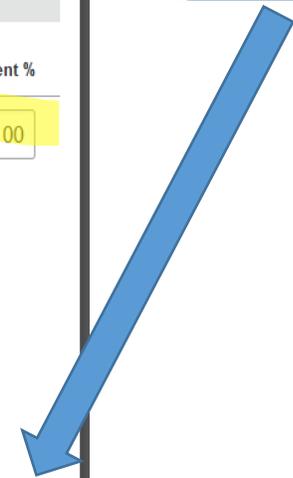
[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	Chart/Account ↑↓	Sub Account ↑↓	Project ↑↓	Code ≡	Percent %
<input type="checkbox"/>	ANR ACAD RAMP UP:ADVISOR RECRU/MOVE EXP	FOOD SAFETY ORG PROD ADV IMPERIAL ADV		L/ANRACAD-22001	<input type="text" value="100"/>

[Cancel](#) [Save](#)

If you need to split expenses, you can reduce the % and then another account line.

Once all account lines are in click Save



Travel Expenses and Reimbursements – Approval Process/Routing

Roman_Statewide Conference \$732.61

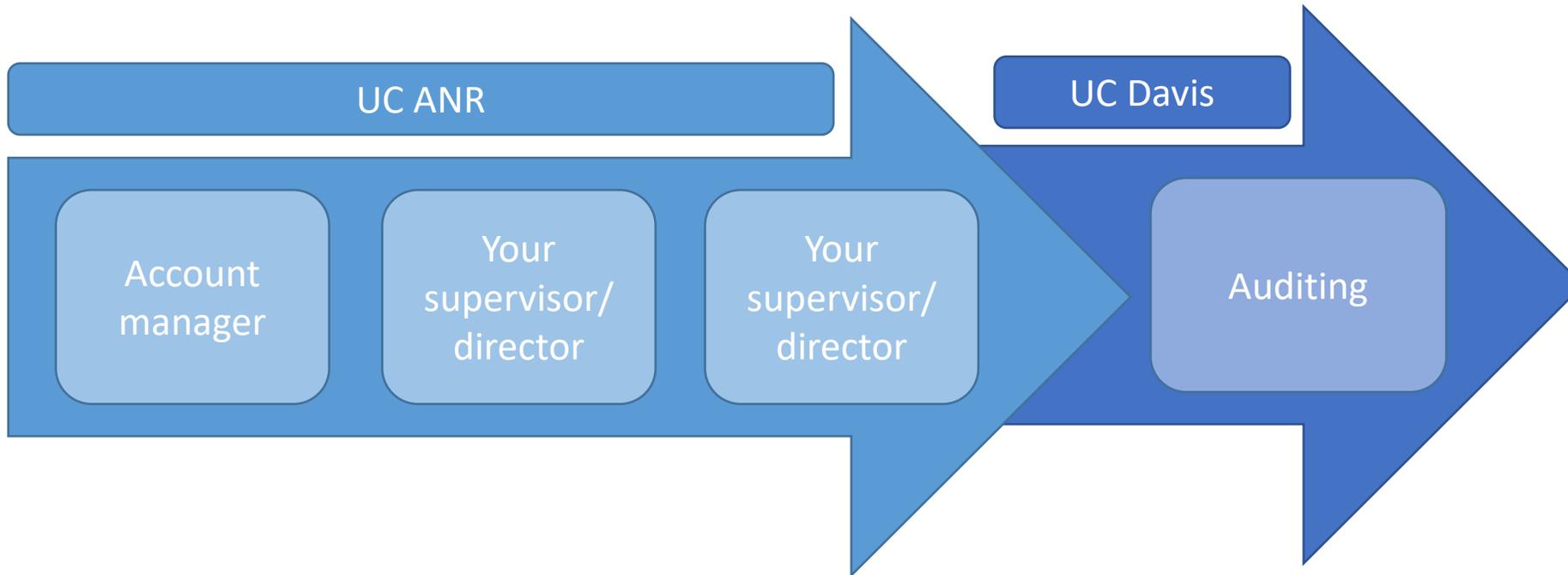
Not Submitted | Report Number: I30HT8

Delete Report

Copy Report

Submit Report

Report Details ▾ Print/Share ▾ Manage Receipts ▾



If your report should get sent back, there will be a comment as to why. You will need to correct it and resubmit.

Travel FAQs

UC policy requires all employees to report travel and entertainment expenses within **45** days of the end of the trip or event.

All UC Davis travel and entertainment expenses must be authorized, reported and reimbursed in accordance with University of California policies [G-28](#) and [BUS-79](#).

Late Reports:

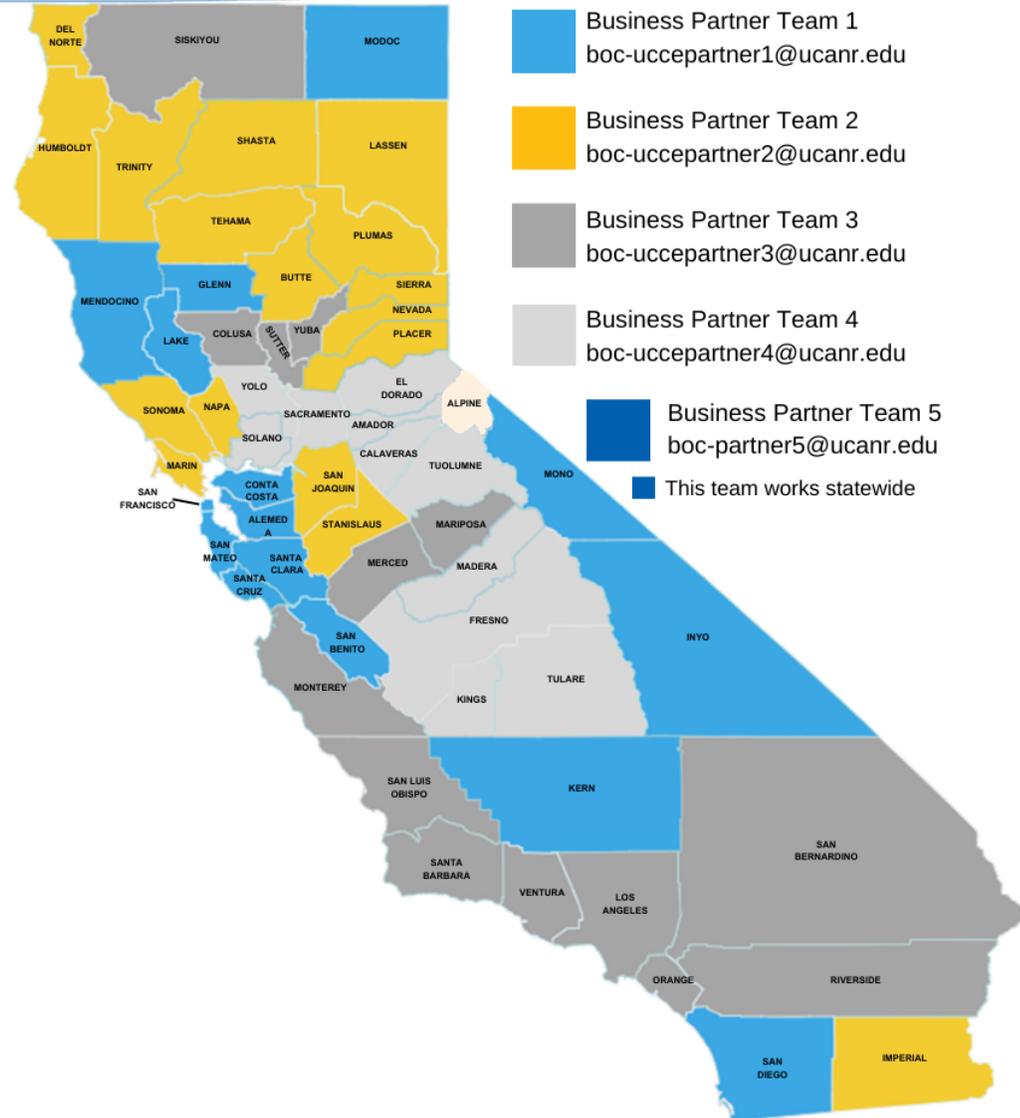
Claims must be submitted **within 60 days of the trip or event end date**. Expense reports submitted after 60 days will be reported as taxable income to the employee.

This policy can be found in the UC Davis [Policy & Procedure Manual 300-10](#)

Lodging - maximum nightly rate is **\$275** (not including taxes and fees)

Meals - **\$79** per day - not a Per Diem

Resources - Policies and BOC Business Partner Teams



G-28 Travel Regulations

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

Travel Policy Overview

<https://ucdavispolicy.ellucid.com/documents/view/339>

Vehicle Insurance

<https://ucdavispolicy.ellucid.com/documents/view/535>

Questions?

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