



### Travel Reimbursement Checklist

Please submit the completed Travel Reimbursement Checklist to Procurement Analyst (Maggie Davis) within **5 business days** of the event to ensure timely processing of your reimbursement.

**Name:**

**Destination:**

**Business Purpose:**

**Business Travel Dates: Start - End -**

All receipts must be original, itemized receipts showing proof of payment (shows last four digits of credit card). Photocopies are not accepted by BioSci Dean’s office. Please tape four corners of the original receipts securely on paper.

**Airfare – Total:**

- E-Ticket number and boarding passes. Must show proof of payment.
- Itinerary (Provide flight comparison rate if travel dates exceed meeting dates.)
- Baggage fee (justification is needed).

**Hotel and Meals – Total:**

- Hotel Folio showing daily expenses, dates of stay, room charge and taxes (if more than 1 guest, provide explanation).
- Meals inside and outside of hotel, need itemized receipts.

**Registration Fees – Total:**

- Conference announcement/post/schedule (provide conference badge after travel).

**Transportation – Total:**

- Itemized receipts.
- Date and time traveled.
- Origin and destination (i.e. Conference to Airport).

**Rental Car – Total:**

- Rental agreement number and gas receipt, if applicable.

**Mileage – Total Miles: Total:**

- Include Google Maps that show the Origin and Destination and circle the mileage. Provide date traveled. Current mileage rate is 65.5 cents per mile. Per UCI Policy, mileage shall ordinarily be computed between the traveler's headquarters and the common destination.

**Parking – Total:**

- Need itemized receipt.

**Corporate Card Payment – Total:**

**KFS Account**

**TOTAL**

**FO Approval**

**PI Approval**



## Travel Reimbursement Guidelines/Workflow

All travel reimbursements at UCI are processed through the Quali Financial System. For a quick overview, check out these [travel policy highlights](#). The full policy documents governing travel and entertainment expenses are [listed on this page](#).

### *Important things to keep in mind:*

- All travel arrangements must be approved by the PI prior to the trip.
- Registration and memberships should be paid for by PALCard. If your lab does not have a PALCard holder, contact Procurement Analyst, Maggie Davis.
- Do not pay for another person's travel – including airfare, lodging, registration, meals, etc.
- All receipts need to show proof of purchase (credit card number or cash payment noted). Tape down all four sides of a receipt on an 8.5x11 sheet of paper (careful not to tape over amounts or credit card information) or attach receipts as PDF/photos to your email if sending electronically. Do not staple the documents. White out all personal information such as home address, credit card number, SSN, employee ID number, and non-travel related transactions on your credit card statement.
- Per UC travel regulations, reimbursement requests need to be submitted within **45 days** of trip end date. If you have missed this deadline, exceptional approval from the School of Biological Sciences is needed to reimburse you. Please explain on your travel form why reimbursement request is late.

### **PROCESS:**

1. Fill out the Travel Reimbursement Checklist. Ask your PI to sign it and assign the KFS account number that will cover your travel expenses.
2. Submit the completed Travel Reimbursement Checklist and all itemized receipts to your Procurement Analyst, Maggie Davis ([margarrrd@uci.edu](mailto:margarrrd@uci.edu)) via email (preferred method) within **5 business days** of the travel end date to ensure timely processing of your reimbursement. Please note that failure to submit items as outlined in this document may lead to longer processing times.
3. Original and itemized receipts are required for all travel expenses. All receipts need to show proof of purchase. Tape down all four sides of a receipt on an 8.5x11 sheet of or attach receipts as PDF/photos to your email if sending electronically. Do not staple the documents. White out all personal information such as home address, credit card number, SSN, employee ID number, and non-travel related transactions on your credit card statement. For the full list of receipt, requirements see the [Required Receipts and Supporting Documents Guide](#).
  - **AIRFARE** –
    - **Receipt requirement:** Itinerary receipt showing proof of payment, fare class, passenger name, and complete ticket number.
    - Only coach or economy class is reimbursable.
    - Do not use package deals.
  - **LODGING** –
    - **Receipt requirement:** Itemized receipt (hotel folio) showing proof of payment showing daily room and tax rates as well as any incidental expenses.
    - The daily maximum for lodging is **\$275** per night before taxes and fees. If you cannot find a hotel for that price, include a price comparison of the area with your reimbursement.
    - Please be aware that you will not receive a guest folio if you use customer checkout services via the in-room television cable. You will need to check out at the front desk and request a copy of the guest folio.
    - If you booked your reservation on hotels.com or expedia.com and paid up front, the hotel will not provide you with a guest folio at the time of check out. If this is the case, submit your credit card statement showing amount charged for hotel stay and the payment confirmation that was emailed to you that lists the amount billed to your credit card, the room and tax rate, and the reservation details.

- **RENTAL CAR –**
    - **Receipt requirement:** Itemized receipt showing proof of payment, "miles in and miles out", and the RA number (rental agreement number). A pre-calculation sheet or rental agreement only form is not considered a receipt.
    - Only the cost of a Compact or Economy car will be reimbursed unless a larger car is required for the business purpose of the trip or a larger car is more economical due to the number of travelers.
    - Free upgrades may be accepted, or the additional cost may be paid by the traveler if they choose to upgrade.
    - Additional upgrades such as GPS are not reimbursable expenses.
    - A vehicle rented from an agency with which the University has an agreement with is not covered by insurance when it is being used for a personal day of travel.
    - Be sure that all drivers have been authorized by the rental agency or the insurance coverage may be jeopardized.
    - Purchase of insurance will not be reimbursed unless none of the preferred rental car agencies were available at the location the rental car was needed. If the type of travel requires a vehicle that is not covered under an agreement, e.g. some vans, trucks and SUVs, then collision damage coverage (CDC) may be purchased and is considered a reimbursable expense.
  - **MILEAGE –**
    - **Receipt requirement:** Provide a Google Maps route showing the mileage of your trip.
    - Mileage is computed from UCI to your destination and from your destination to UCI.
    - It is reimbursed at a rate of **65.5** cents per mile which covers the overall cost for fuel/gas, lubrication, towing, repair, replacements, tires, depreciation, insurance, etc.
    - If you are using surface transportation in lieu of air travel please be aware that it should not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier. Your reimbursement for surface transportation will be the equivalent of a flight cost.
  - **MEALS –**
    - **Receipt requirement:** Itemized receipt showing proof of payment.
    - The Meal Cap Rate is currently **\$79** per day.
  - **REGISTRATION FEES –**
    - **Receipt requirement:** Itemized receipt showing proof of payment..
    - Should be paid with **PALCard**.
  - **TRANSPORTATION and PARKING –**
    - **Receipt requirement:** Itemized receipt showing proof of payment.
  - **INTERNATIONAL TRAVEL –**
    - The [Per Diem](#) is based on a published rate for a specific location for meals, lodging and service tips. The maximum lodging rate and the meals and incidentals rate are subject to change.
    - If receipts are in a currency other than the US dollar, use the [OANDA currency converter](#) and use the conversion rate on your first day of travel for all days. Print out conversion rates and attach them to the reimbursement form. If you paid with your credit card and the credit card statement shows the conversion rate and lists the dollar amount for the travel expense, you can attach the statement to the reimbursement form and not use the currency conversion site.
    - **Travel insurance is required.** Enrolling in travel insurance is mandatory for business trips out of state and to foreign countries and this travel insurance form must be completed each time you travel.
4. You will be Required to Log Into KFS and certify your Travel reimbursement. You should get an email from the system when the reimbursement is routed to you for certification (unless you have turned off email notification in which case, you will just need to check your [KFS action list](#)). [Click here for instructions on how to approve a reimbursement](#).
5. **WORKFLOW:** Please allow up to three weeks of submission to receive your travel reimbursement.
- NBB Procurement Analyst will initiate Travel Reimbursement into KFS.
  - BioSci Finance Analyst will review and approve.
  - Traveler will certify and approve.
  - BioSci Fiscal Officer will review and approve.
  - NBB Department Administrator will review and approve.
  - Travel Accounting will have final review and approval.
  - If exceptional approval needed, will be routed to BioSci Dean.

*If you have any questions, please contact NBB Department Procurement Analyst, Maggie Davis ([margarrrd@uci.edu](mailto:margarrrd@uci.edu)).*