





Concur is the official booking site for all UC Business Travel. Expense reports must include a concise and strong business purpose, and include conference announcements, invitations, agendas, and related documentation as necessary.

	<p>Coach and economy class airfare to be used. Higher-cost services are typically ineligible for reimbursement (see Blink for specific exceptions). Package deals or trip-insurance fees are generally non-reimbursable. Choose the most economical option within policy guidelines, ensuring efficiency and convenience for the traveler in economy class and the most direct route.</p>	<p>Itinerary receipt showing payment and fare class</p>
	<p>Most economical train fare to be used. <i>Business train travel makes business sense!</i></p>	<p>Itinerary receipt showing payment and fare class</p>
	<p>Surface Transport in Lieu of Air: If advance approval was obtained, you may use surface transportation for personal reasons even though the lowest available airfare is most economical. Total reimbursement cannot exceed the equivalent of lowest airfare plus local transport to and from terminals.</p>	<p>Map screenshot of route driven & Comparable Airfare. (Roundtrip required for both attachments)</p>
	<p>Rent a car when it's more cost effective to the University than other means, such as a taxi. Limit is intermediate size. Car bookings made through Concur Travel (UC's travel booking tool) include discount UC pricing and insurance coverage. NOTE: CDW/additional rental car insurance is not reimbursable.</p>	<p>Detailed rental car receipts to include dates, travelers name, type of car rented as well as total, taxes and fees.</p>
	<p>Private Vehicle: Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. Mileage reimbursement rate published in Blink covers the overall cost for fuel/gas, lubrication, towing, repair, replacements, tires, depreciation, insurance, etc.</p>	<p>None for single trip; mileage log for multiple trips over \$75 in total</p>
	<p>Hotel: UC maximum lodging rate for reimbursement is \$333 before taxes and mandatory hotel fees. Reserve using Concur Travel and use your Travel & Entertainment Card as payment (employees). Non-employees may request lodging to be prepaid by the University. Upgrades are typically ineligible for reimbursement. When an employee attends a local conference, they are not on travel status (no lodging or meal expense is eligible for reimbursement) To view allowable exception please review the Travel: Meals and Lodging Blink page</p>	<p>Itemized receipt (folio)</p>
	<p>May I stay with a friend/family member? Yes, but you may <i>not</i> pay them. A non-cash gift such as flowers, groceries or a restaurant meal is allowed but may not exceed \$75 (a receipt is required for any gift \$25+). Limit is 1 gift per stay (not 1 gift per night).</p>	<p>Receipt for non-cash gift >\$25 (includes tax)</p>
	<p>May I be reimbursed for renting a room from an individual instead of a hotel? Yes, but the individual must <i>first</i> be set up as a vendor (W-9 required) with the University via Payment Compass, even if the reimbursement will be made to you. Any lease must be between you and the lessor.</p>	<p>Receipt and W-9</p>
	<p>Meals and Incidental Expenses (M&IE) refers to meals + service tips during trips of 24 hours to 29 days in the continental U.S. Travelers must claim the actual amount spent up to a maximum \$79 per day When a UC San Diego employee attends a local conference, they are not on travel status (no lodging or meal expense is eligible for reimbursement).</p>	<p>No receipts needed for domestic travel unless claiming over \$79 for multiple days.</p>
	<p>Per diem applies to travel to Alaska, Hawaii, U.S. Possessions, and foreign locations and any trips 30 days+ within the continental U.S. Per diem is based on a published rate for a specific location for meals, lodging, and service tips. Travelers should be reimbursed for their actual expenses up to the exceed per diem rate. Travelers must claim actual expenses for lodging. Please see the KBA for step by steps on How to Calculate Per Diem for Travel in Concur</p>	<p>For foreign or trips exceeding 30 days without using Concur Travel Allowance, attach Published Per Diem rates from the Defense Travel Management Office</p>
	<p>Miscellaneous:</p> <ul style="list-style-type: none"> • UC San Diego Travel Policy, as published in Blink, is decisive. It has been adapted to UC San Diego's business procedures. The source for UC San Diego travel policy is UC Travel Policy and Regulations (G-28). • Completed and approved expense reports must be submitted via Concur to UCSD Travel within 45 days of the end of travel. If late, they may be treated as taxable income and reported on the employee's W-2. • You may share a room, shuttles, and cab rides with another traveler. Don't pay for another person's travel, including airfare, lodging, registration, meals, etc. • Employees must be enrolled in UC Travel Insurance for each trip. Enrollment is automatic when booking in Concur. • Documentation supporting the business purpose is generally required (e.g. conference brochure, invitation, agenda) • Department delegate/travel preparer - Working with your delegate may help ensure that any additional department requirements are met, including fund restrictions, required receipts and a strong and detailed business purpose. Concur User and Concur Delegate Capabilities • If you're new or planning to travel soon, use this checklist to navigate the travel pre-authorization, booking, and reconciliation process at UC San Diego University Travel Process 	