

Travel (FOREIGN – OCONUS) – Policy Summary

The following information has been provided from the [Policy Governing Travel \(G-28\)](#). Please use this as guide to help submit a reimbursement.

Roles & Responsibilities

- **Traveler** – It is the traveler's responsibility to report the actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the [G-28 Bulletin](#). The reimbursement should be submitted within 45 days* of the last day of the trip.
- **Administrative** – It is the admin's responsibility to submit in accordance with the regulations set forth in the [G-28 Bulletin](#). Legible and appropriate documents must be provided.
- **Approver** – The authority to approve travel expense reports must be documented by a signature authorization form on file with the Campus Controller's Office or by an electronic signature authorization.

Approval

- Travel expense incurred in attending conventions, conferences or business meetings are allowed when approved by employees' department head or other appropriate authority.

Receipts/Other supporting documents

- Itemized receipts are required for all airline, lodging, car rental, parking and extraordinary items
- Extraordinary items, such as valet parking, must be supported by appropriate justification.
- For registration fees, please provide a receipt and a form of payment.
- To confirm date of conference, agenda/brochure/itinerary of the conference must be provided.

Travel expenses incurred will be reimbursed according to the following policies:

1. Lodging

- Lodging expense must be supported by original itemized receipt, regardless of the amount incurred, and must not exceed the applicable federal per diem rate.
- Reimbursement shall be in accordance with the per diem rates published by the [Defense Travel Management Office](#).
- Justification must be provided if the expense exceeds the per diem rate for location and period of travel.
- When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of such a gift may be reimbursed up to USD \$75; a receipt must be provided.

2. Meal & Incidental Expenses (M&IE)

- Reimbursements of M&IE are based on the daily per diem rates, published by the [Defense Travel Management Office](#).
- If amount exceeds per diem, traveler will only be reimbursed the maximum per diem for the location and period of travel.

3. Rental Cars

- A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as a taxi. The traveler is responsible for obtaining the best available rate.
- Travelers are expected to use rental agencies with which the University has system-wide contracts that include insurance coverage.
- Rental car insurance is recommended for employees to purchase supplemental insurance when renting a vehicle outside the United States.
- The cost of full collision insurance on automobiles rented in foreign countries (OCONUS) is allowable.
- Additional charges for insurance coverage will not be reimbursed if a non-contract agency is used, unless no car rental company in the area has such agreement with the University.
- Upgrades need to be reviewed prior to travel by AFO.

4. Air Travel

- Coach class or any discounted fare shall be used. **For Sponsored Funds (federal grants and contracts, including NIH grants), please use American carriers.**

- Use of business or first-class services may be authorized only under the below circumstances and must be provided with documentation with the reimbursement report):
 - Business or first-class services is the only service offered between two locations; first-class may only be purchased when it is the only additional class offered above economy
 - 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 opportunity for normal rest before commencement of working hours; or
 - The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler. Attach a copy of the medical provider's note in expense report, valid within a year of travel. When the flyer is taller than 6'3", business class travel will be allowed without a medical note

5. **Parking**

- Reasonable charges for necessary parking while on University business will be allowed for the following:
 - Overnight parking when on trips away from the employee's headquarters and residence (a claim should not be made if free overnight parking is available).
 - Traveler should seek out longer term parking at airports for travel that exceeds 24 hours.
- Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.

6. **Taxis**

- Taxi fare, including tip, shall be allowed when the use of public transportation or airport shuttle service is impractical or unavailable.

Insurance

- All University employees are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while on official travel status. The coverage includes accidental death, accidental dismemberment, paralysis, and permanent total disability. Employees using other booking methods for out of state and foreign travel must register their travel plans prior to departure. For more information, please refer to [G-28](#).

Other important travel policy information:

- Travel that involves indirect itineraries or is otherwise interrupted for personal reasons MUST have a cost comparison (submitted with the expense reimbursement) based upon what UC would have paid for the business portion of the trip.
- A special allocation rule is used to disallow certain non-business foreign travel expenses. The disallowed expenses shall be treated as taxable income to the employee. For more information, please refer to the G-28 policy.

Contacts

- If you have further questions, please submit a ticket to Supply Chain Management (SCM) Response Team at <https://supplychain.ucsf.edu/>

***Expense reports must be submitted within 45 days from the end of a trip.**