

EEB Travel Reimbursement Checklist

General Information

- Keep all Itemized Receipts – *make sure they are original*
 - When submitting receipts, must be taped to a regular sheet of paper in chronological order to one side of the paper only
 - If physical copies of the receipts cannot be submitted to staff - photos of the receipts are acceptable but must include Merchant Name, Transaction date, Amount paid, Form of payment used, and Description of charges.
- Make sure proof of payment is visible
- Submit conference schedules and/or announcements showing coinciding dates with travel
- Provide justifications for expenses during travel. Leave currency conversions to staff
- Have personal liability insurance when driving.
- Request for mileage ONLY if driving personal vehicle.
- Request for Gas ONLY when driving department vehicle or rental vehicle

Airfare

- Ticket number and Seat class must be shown on airline receipt/itinerary.
- Make sure flights are approved under Fly America Act when flying internationally.
- Give staff preferred flights and itinerary if getting help booking flights and lodging.
 - Will also need date of birth, full legal name as it appears on preferred identification, email address and phone number if going through staff

Hotel

- Keep other charges (such as meals and parking) separate from room + tax charge.
- UCI pre-approved visitors and employees may be reimbursed up to a maximum daily lodging rate of \$333.

Meals and Incidentals

- Meal Cap Rate is currently **\$79** per day.
 - This meal cap is the maximum amount that UCI travelers can claim daily for meals and incidentals during short-term business travel in the continental United States.
 - Meals can only be claimed for travel longer than 24 hours and with overnight lodging.
- Claiming alcohol on receipts submitted for reimbursement under Federal Funding is prohibited.
- Please do not pay for expenses of others while traveling
 - Unless there is a business meeting during a meal time and an agenda is provided

Deadlines

- Travel Reimbursements must be submitted NO LATER than 45 days after trip date.
- Any documents submitted after 120 days will require exceptional approval along with justification.
- Any requests submitted after one year from trip date will not be reimbursed.

For more information: <https://www.accounting.uci.edu/travel/reimbursement/index.html>

Please contact any of the Department Staff for any additional questions or clarification