

Here is a generic overview of travel and should not be taken as policy.

Per UCOP policy BFB-G-28, all university travelers 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. The coverage also includes travel assistance services when the traveler is 100+ miles from home or headquarters, such as:

- Security extraction (which is why you need to register on risk management)
- Emergency medical evacuation and repatriation
- Repatriation of remains
- Out of country medical
- Other travel assistance services

Register your trips through risk management, especially if you leave the state of California. This is in case the University needs to extract you, they know where to find you. Any trip booked through Connexus does not need to be registered with Risk management.

1. Risk management link: <http://risk.ucr.edu/travel.html>
2. Click “here” under register all of your UC Trips.
3. Find UCR in the drop down menu and click next.
- 4 Then you will choose if it will be a multiple stop or single stop trip
5. Everything else further should be self-explanatory, but if you have any questions please let me know.

1. Vehicle Insurance Information:

- a. When private vehicles are used on University business, employees must have adequate liability insurance coverage. The minimum prescribed liability insurance coverage is as follows:
 - i. \$50,000 for personal injury to, or death of, one person;
 - ii. \$100,000 for injury to, or death of, two or more persons in one accident
 - iii. \$50,000 for property damage
- b. When a private vehicle operated by an employee on official University business is damaged by collision or sustains other accidental damage, reimbursement for repairs borne by the employee may be authorized up to \$500 or the amount of the deductible (co-insurance), whichever is less.

Expenses that can be recouped from insurance are not eligible for reimbursement. The amount reimbursed shall be based on receipts submitted by the employee to the individual who authorized the travel.

- c. If you will be traveling more than 300 miles in a calendar year with your personal vehicle, we will need a copy of your insurance card/coverage that states the coverage above and the document attached filled out.

2. Receipts related to travel

a. Lodging:

- i. Per policy, you are able to stay overnight during travel if the location where you are conducting business is 40+ miles from your headquarters, not your home. If you work from home, then your home is your headquarters.
- ii. All original itemized lodging receipts need to be turned in to me. The only exception where you can send it via email is if you prepaid through a third party site and the hotel does not give you one due to paying through a third party. No third party reservation confirmations count as the receipt.
- iii. Individual travelers are prohibited from charging hotel and hotel-related expenses directly to the University. However, campuses may enter into a direct billing arrangement with a hotel for the payment of charges on behalf of travelers for room and tax charges only. (PO request through eBuy).
- iv. If you are sharing hotel with others, PLEASE make sure the hotel charges each of your credit cards individually. I will need the ORIGINAL folio that the hotel gives you upon check out.

- b. Meals: There is a \$62 cap for meals and incidentals per day. The meal cap includes breakfast, lunch, dinner, and incidentals. MEALS ARE ONLY REIMBURSED IF THERE WAS AN OVERNIGHT STAY.
- c. Conference Registrations: receipts for registrations can be emailed to me, since the vendors usually email the receipts to you.
- d. Business related expenses: if you make any business related expenses and it exceeds \$75, I will need the original receipt.
- e. For transportation:
 - i. If you do decide to take a taxi, Uber, shuttle, train etc., I will only need the receipt if that trip exceeds \$75

- ii. Vehicle Rentals: Please use UC agreements if you use vendors such as hertz, enterprise, budget etc. You will be able to book your rental vehicle via Connexus on the travel website.
 - iii. Gas receipts are reimbursed for rentals. If gas exceeds \$75 per day, I will need the original receipt.
 - iv. Original rental receipts with payment method needs to be turned in.
 - v. Extra rental insurance will not be reimbursed as it is written in the UC agreements. The only exception to this is if you're traveling to a foreign country.
 - vi. Personal Vehicle: Per policy we only reimburse you for mileage at the rate of \$0.57.5/mile. This rate includes gas and wear and tear of the car. No gas receipts will be reimbursed for personal vehicles.
 - vii. If you travel with someone who uses their personal vehicle, they are to claim mileage on their travel expense form.
- f. Group Travel
- i. Per Policy a group leader may pay for all or part of a trip with advanced approval from the person you report to. For example, if you work in a lab the PI's approval is needed. If a PI is paying for the lab group travel expenses, then approval in advance from the Chair needs to be obtained. The person paying for the travel must be in attendance during the entire trip.

Please become familiar with UC policy for traveling on behalf of the University. This policy is what we all abide by when submitting for reimbursements.

If you have any questions, please do not hesitate to ask.

Regards,

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Monday-Friday - 8:00AM to 5:00PM (1-hour lunch)