



Amounts to note:

- Max nightly rate for lodging: \$333 before taxes and fees
 - If lodging cannot be secured at this rate, please ensure supporting documentation is obtained at the time of booking showing lodging secured is cheapest available.
- \$79 daily max allowed for Domestic meals (based on actuals)
 - The Following information is required for meal reimbursement for Domestic Travel:
 - Date, Vendor/Restaurant, City of Purchase and Amount
 - Note: Lodging is required to qualify for meal reimbursement and destination must be at least **forty** miles away from Headquarters or Residence whichever is closer
- Current mileage rate is \$0.67 per mile (for use of personal vehicle)
- Seat Selection charges \$30 or less do not require additional approvals (does not include seat upgrades)

Original Itemized Receipts (that show the method of payment) required for:

- Airfare
- Lodging
- Rental Car
- Any other expense more than \$75

Items Requiring Dept. Head/Chair Approval, w/brief explanation of the business purpose:

- Non-standard check baggage fees
- Wi-fi services
- Seat selection more than \$30 (does not include seat upgrades)
- Surface travel (instead of flying, when flying is cheaper) and must include an airfare comparison for the max. reimbursement amount.

Items Requiring Exceptional Org. Head/Dean Approval and written justification of the business purpose:

- Early bird or priority boarding
- Seat upgrade to Economy Plus/Extra Comfort within the economy class airfare or similar -- excludes Business or First-Class airfares (see BFB G-28 for policy requirements on business or first-class airfares)
- Travels that involve "Group Travel." Instances include faculty/staff paying for all expenses associated with a group of student travelers or House-hunting trips for incoming faculty hires that involve spouse attendance.

*Please contact CHASSTravel@ucr.edu if your travel includes personal days before booking to ensure required supporting documentation is obtained.

***If you are on travel status and require emergency trip assistance (after 5PM PST M-F or weekends) please contact Anthony's travel @ 1-800-342-9008.**