

Travel Quick Reference Guide
[University of California - Policy G-28 Travel Regulations](#)
[UCSC Travel Guide](#)
[Types of Travel](#)

Documentation/Substantiation: UCSC Travelers on University business typically pay for their expenses out of pocket or use a UCSC issued [OneCard](#) (employees) with reconciliation via [Cruzfly](#) or [other formats](#) based on affiliation. UC employees and students that do not hold a OneCard may seek an [Instant Card](#). It is strongly recommended that travelers keep detailed records of how money is spent and obtain [receipts](#) whenever possible. Please review the links for [reimbursable travel expenses](#) vs. [unallowable travel expenses](#) before traveling.

Reporting Period: All travel expense claims must be submitted within 45 days after the end of the trip per [policy](#). CTE Card reconciliations submitted after 90 days will be reported as taxable income and applicable taxes will be withheld from the employee's paycheck.

Travel Policy - The following is selected information from UC Policy G-28, Travel Regulations						
TRAVEL CATEGORY	KEY RATES/LIMITS/GUIDELINES	RECEIPT REQUIREMENTS			SUBSTANTIATION REQUIREMENTS	OTHER INFORMATION
		Always	Over \$75	Itemized		
Transportation						
Air Transportation	Coach/Economy Class	✓		✓	Itemized invoice provided by Airline or Travel Agency.	The University recommends booking airfare through the University of California CONNEXXUS Travel Portal (See Note 1).
Taxi, UBER, LYFT			✓			
Rental Car	Intermediate (not SUV) or Smaller Vehicle	✓		✓	Itemized Invoice provided by Agency.	The University recommends booking rental cars through the University of California CONNEXXUS Travel Portal.
Train, Bus, Share Ride	Coach/Economy Class		✓			
Personal Vehicle	72.5 cents per mile: 2026				Starting location, ending location, mileage by date.	Reimbursement is limited to the lesser of mileage or equivalent airfare/rental car cost with cost comparison documentation (See Note 1).
Lodging						
Lodging - Domestic	Maximum room rate - \$333 per night before taxes/fees.	✓		✓	Itemized receipts including all charges.	If Room Rate > \$333, then include: Lodging Limit Justification
Lodging - International (Actuals)	Reimbursement limited to the per diem lodging rate for the location and dates of travel (see – other info).	✓		✓	Itemized receipts including all charges.	Special or unusual circumstances need to be documented and substantiated with pre-authorization (p.27, UC G-28).
Non-Commercial Lodging		✓		✓		
Lodging - International (Per Diem)	Link to Dept of State Site					
Meals & Incidentals						
M&IE - Domestic	Actuals expense up to \$92 per day unless sponsored by federal contract or grant. M&IE requires an overnight stay.		✓		Consider a daily log including date, meal and amount.	For possible receipt requirements (See Note 2). Alcohol not allowed unless under Entertainment policy.
M&IE - International (Actuals)	Actual expense up to 100% of Per Diem for Location/Time.		✓		Consider a daily log including date, meal and amount.	For possible receipt requirements (See Note 2). Alcohol not allowed unless under Entertainment policy.
M&IE - International (Per Diem)	Link to Dept of State Site					Alcohol not allowed unless under Entertainment policy.
Miscellaneous						
Host/Hostess Gift	\$75 Maximum		\$25		Receipt is required \$25 or more.	One gift per stay.
Conference Registration Fees		✓		✓	Traveler must provide copy of Agenda.	Meals and Lodging Included with Conference fees (See Note 3).

Note 1 - Mixing Business and Personal Travel – compare and substantiate the lesser expense applicable per [policy guidelines](#).

Airfare Cost Analysis: Step-by-Step Guide Example

Required for all travel involving a personal component.

1. Generate a Comparative Quote

At the time of booking, you must document the cost difference between **Business-Only** travel and **Mixed (Personal/Business)** travel.

- **Method:** Perform a search for all available flights on your travel dates.
- **Source:** Use **Connexus** (Employees), **All available flight options from standard carriers** (Students & Non-UC Travelers).
- **The "Snapshot" Rule:** Print the full query results to show a range of the most economic, policy-compliant options available at time of booking. Do not just save a single fare.

2. Select the Most Economic Option

When determining the "Business-Only" baseline, prioritize the lowest cost to the University.

- **Layovers:** A minor layover of a few hours is expected if it results in significant savings.
- **Stewardship:** Choices must reflect a balance of cost, time, and benefit to the UCSC mission.

3. Get Pre-Approval

Before finalizing your purchase, review your cost analysis with your **Travel Expense Approver** or departmental office. They will confirm the specific amount eligible for reimbursement.

Note 2 - Receipts less than \$75 - Departmental management and/or funding agencies may require more restrictive travel procedures and requirements, including requirements to provide original receipts for all M&IE regardless of amount.

Note 3 - Conference Fees may include Lodging and/or Food and should be considered when approving travel expense vouchers.