

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

Basic Premise to the UC G-28: The lowest cost transportation or expense option is the allowable expense within the policy limits, and as substantiated, per the UC G-28 and our UCSC Travel Guide. [Business, First-class, or Higher-cost Services](#) that are personal preference and do not meet the criteria required are not reimbursable choices. Become familiar with our [UCSC Travel Guide](#): Air Travel, Hotel Room, Lodging, Meals and Incidentals, Rental Car and Personal Auto Usage, and Mixed Business and Personal Travel. We advise not mixing business and personal travel unless substantiated with documentation/comparatives well in advance of the trip concerning what the lowest cost options available would be as applied against UC funding (p. 13, UC G-28). Please remember our UCSC mission, that only UC business expenses within policy are allowed to be applied against UC funding, and be good stewards of UC funding in all aspects of your decision-making.

Documentation/Substantiation: Travelers on University business typically pay for some of their expenses out of pocket or use a US Bank Corporate Card (OneCard) and seek reimbursement after the trip is over or within reconciliation timing requirements. It is strongly recommended that travelers keep detailed records of how money is spent and obtain receipts whenever possible. While the [Receipt Requirements](#) have been outlined below, best business practices support the collection of original receipts for ALL Travel expenses even if they are not required for submission/reimbursement. Complex and/or mixed travel itineraries should be clearly described through a narrative explaining the business reasoning for each location, all expenses must be within allowable rates, etc. (p.40, UC G-28). Travel packages purchased from internet vendors do not itemize expenses and should not be used, therefore we advise using Connexus if the traveler has access to the system (based on being an employee) and non-UCSC affiliates should book with the relevant vendor (Airfare vendor such as Delta, Rental Car such as Enterprise, Lodging such as Marriott) in a direct manner (p.42, UC G-28). Travel miles, points, and derived benefits are not allowable payment methods for reimbursement (p.12, UC G-28).

Instant Card: If an employee or student does not hold a OneCard, we have an Instant Card (virtual card) option available. Please review the following [webpage for Instant Card](#).

Reporting Period: All travel expense claims must be submitted to UCSC's Accounts Payable Office through Cruzfly within a reasonable period of time not to exceed 45 days after the end of the trip or expense incurrence. Travel reimbursement requests submitted after 45 days may be subject to employee tax reporting per the [reimbursement timing policy](#).

| Travel Policy - The following is selected information from UC Policy G-28 Travel Regulations and the UCSC Travel Guide | | | | | | |
|--|--|----------------------|-----------|----------|--|---|
| TRAVEL CATEGORY | KEY RATES/LIMITS/GUIDELINES | RECEIPT REQUIREMENTS | | | SUBSTANTIATION REQUIREMENTS | OTHER INFORMATION |
| | | Always | Over \$75 | Itemized | | |
| Transportation | | | | | | |
| Air Transport | Coach/Economy Class. Each airline may have upgraded fares that are not allowed or basic fares that are too restrictive. Questions: Travelhelp@ucsc.edu | ✓ | | ✓ | Itemized Invoice provided by Airline or Travel Agency showing proof of payment, seat class, taxes/fees | The University recommends booking airfare using the University of California CONNEXXUS Travel Portal using the Direct Bill Option under a Travel Advance Request Form or the preferred OneCard as the payment mechanism. |
| Taxi, UBER, LYFT | | | ✓ | | | |
| Rental Car | Intermediate or Smaller Vehicle . Intermediate SUV is not allowed. | ✓ | | ✓ | Itemized Invoice provided by Rental Car Agency showing proof of payment. | The University recommends booking rental cars through the University of California CONNEXXUS Travel Portal which includes UC rates/benefits and insurance. |
| Train, Bus, Share Ride | Coach/Economy Class. Questions: Travelhelp@ucsc.edu | | ✓ | | | |
| Personal Vehicle | 70 cents per mile for 2025 72.5 cents per mile for 2026 | | | | Starting location, ending location, mileage by date. Commute miles not allowed. | The total cost of a personal mileage reimbursement should never exceed the cost of a rental car or airfare . In California travel we use a 300 mile rule for driving vs. flying comparatives. For example: Santa Cruz to Los Angeles would require a comparative for the lowest cost transportation option. |

| Lodging | | | | | | |
|---|---|---|--------|---|---|--|
| Lodging - Domestic | Maximum room rate - \$333 per night. | ✓ | | ✓ | Itemized receipts including all charges. | If Room Rate > \$333, then include: Lodging Limit Justification |
| Lodging - International (Per Diem) | Actuals up to 100% of the Foreign Per Diem (FPD) for Time/Location (p.52, UC G-28). Link to Dept of State Site | | | | Itemized receipts including all charges may be held with the business unit when under per diem cap. | The payment of a per diem within the rate allowable does not require receipts but must be for actual expenses within the per diem rate for the time/location of travel (p.2, UC G-28). |
| Non-Commercial Lodging | | ✓ | | ✓ | | |
| Lodging - International (Actuals) | Link to Dept of State Site | ✓ | | ✓ | Itemized receipts including all lodging charges must be provided with expense claim if claiming higher than the per diem allowable. | Lodging per diem above the rate allowable requires receipts and must be for actual expenses identified by the time/location of travel and only for special or unusual circumstances which must be clearly documented and substantiated (p.27, UC G-28). |
| Meals & Incidentals (M&IE) | | | | | | |
| M&IE - Domestic | Actuals up to \$92 per day unless sponsored by a federal contract or grant. M&IE requires an overnight stay. Alcohol only under Entertainment Policy and requires top-level approval. | | | | Consider a Daily log, including: date, meal and amount | Receipts - Receipts for M&IE less than \$75 (<i>See Note 1</i>). If a meal is \$75 or more, the receipt is required. M&IE is only reimbursable when there is an overnight stay unless it falls under Entertainment . |
| M&IE - International (Per Diem) | Actuals up to 100% of Per Diem for Location. | | ✓ | | Consider a Daily log, including: date, meal and amount | Receipts - Receipts for M&IE less than \$75 (<i>See Note 1</i>) |
| M&IE - International (Actuals) | Link to Dept of State Site | | | | Consider a Daily log, including: date, meal and amount | Receipts - Receipts for M&IE less than \$75 (<i>See Note 1</i>) |
| Miscellaneous | | | | | | |
| Host/Hostess Gift | \$75 Maximum | | > \$25 | | | One Gift per Stay |
| Conference Registration Fees | | ✓ | | ✓ | Traveler must provide copy of agenda | Meals and Lodging Included with Conference fees (<i>See Note 2</i>) |

Note 1 - 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 2 - Conference Fees may include Lodging and/or Food and should be considered when approving travel expenses. Entertainment meals should also be considered as it impacts M&IE.