TO: MSI Participants

FROM: Marisol Hernández
MSI Travel Coordinator

RE: Travel Regulations

Attached is a summary of the University’s travel regulations. There are several changes that will be important to all travelers. When reviewing the Travel Regulations document, please pay special attention to the following areas:

**Mileage reimbursement:**
Effective January 1, 2011 mileage reimbursement for use of personal vehicles is at $0.51/mile.

**Subsistence allowance:**
The meal allowance for the 48 contiguous United is $64/day. For trips less than 24 hours of duration, meal expenses WILL NOT be reimbursed. When the trip is more than 24 hours, please refer to the $64 rate.

**Rental Vehicles**
Rental cars may be used if more advantageous than other means of transportation. When renting cars, it is very strongly recommended that travelers rent from a rental car agency that has an agreement with the University. Travelers should present the identification number representing UC’s agreement with the rental car company being used. A list of rental car companies that have an agreement with the University can obtained by visiting the MSI Travel Web page at: [http://www.msi.ucsb.edu/administration/travel/vehicle-information](http://www.msi.ucsb.edu/administration/travel/vehicle-information) or by calling me at x 8078.

**Receipts:**
Airline receipts, last ticket attached to boarding passes, are required even if the airfare was paid directly by MSI. The same applies for registration payments. Hotel receipts must be itemized. Carbon copies of credit card payments are not accepted. Receipts are required for ANY and ALL expenses for which you are seeking reimbursement. Reimbursement will not occur until appropriate receipts have been submitted. **It is the traveler’s responsibility to obtain ALL necessary receipts.**

**Advances:**
All advances must be cleared within 120 days from the return date of the trip. Any advance not cleared within the specified time period will be reported on the traveler’s payroll as income and will be subject to taxes. Subsequent advances may be delayed or denied until overdue advances have been cleared out.

**Non-UC Employees, Non-citizens and Out-of-State Employees:**
The procedures for providing payment to foreign visitors with either a B-1 or B-2 visa or those on a Visa Waiver Program (WB or WT) have been revised by the "American Competitiveness and Workforce Improvement Act of 1998." The bill allows payment of honoraria and reimbursement of travel expenses to either B-1 or B-2 or WB or WT visa holders. Although this new bill enables UCSB to reimburse B-2 or WT visa holders for travel expenses, it could result in changes for departments with foreign visitors staying longer than nine days. Please check with the MSI administrative staff before making arrangements which involve payments for non-citizens.

Please review and distribute the Travel Regulations document to your staff and students. Should you have any questions or would like a hard copy of these regulations, please call me at extension 8078 or email me at hernandez@mis.ucsb.edu.

Thank you for your help and cooperation.
TRAVEL REGULATIONS
Marine Science Institute

General Policy
It is the policy of the University that all official travel shall be properly authorized and in accordance with University travel regulations. Expenses of employees authorized to travel on University business shall be reimbursed in accordance with established travel regulations and allowances. University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses incurred. Travel expenses for any travel not ultimately chargeable to the University will not be charged to, or temporarily funded by the University. This includes travel for professional societies, governmental advisory groups, etc., which will be funded by a non-University agency or personal travel.

It is UCSB policy that a travel voucher be submitted to Accounting within 20 days of the completion of a trip whether or not the traveler has been issued a travel advance. MSI asks that Principal Investigators inform their students and employees of the necessity to submit travel receipts promptly after travel has been completed. In cases where no travel advance has been requested and no airfares have been billed to the University, MSI is not aware of these trips that have taken place. Therefore, MSI is not able to remind travelers that they must account for their expenses within 20 days. Closer adherence to this policy by all faculty, staff and students would be greatly appreciated.

Lodging and Subsistence:
Except in unusual circumstances, reimbursement for lodging expenses is not allowed when the total trip is less than 21 hours. Meals are not reimbursed when the trip is less than 24 hours in duration.

Subsistence allowance of $64/day: A traveler may claim up to $64 for every 24-hour period. The $64 rate is used for travel within the 48 contiguous U.S. states lasting less than 30 days. Subsistence costs are no longer broken down into separate allowances for breakfast, lunch, dinner and incidentals. Travelers are asked to report actual, out-of-pocket meal expenses and may be reimbursed up to the $64-per-day limit. Expenses above the $64/day allowance will not be reimbursed, and partial days will be reimbursed for the amount claimed by the traveler up to the maximum allowance. Although it is not required at this time, travelers are encouraged to submit receipts for meals.

A. Domestic travel (48 contiguous U.S. states)

1. Meals: Receipts are not required unless meals have been purchased for group members and the traveler is claiming reimbursement. A traveler cannot claim the straight meal rate for other people. Travelers are expected to report the exact amount spent for meals.

2. Lodging: Receipts are required. Lodging costs are reimbursed per receipts. When a traveler lodges with friend(s) or relative(s) while on official UC business, the cost of a gift to the host/hostess may be reimbursed up to $75 in lieu of lodging. Receipt is required for a gift of $25 or more. (Gift cannot be tobacco or alcohol.) One reasonably brief, non-emergency personal telephone call to home per day may be reimbursed to travelers. Some California cities grant exemption from California Transit Occupancy Tax to UC travelers. Information on tax exempt status of the University of California cities, as well as forms and guidelines for claiming an exemption, are available from MSI (x 8078).

B. Foreign travel (including Alaska, Hawaii and all the US possessions)
Reimbursement is based on Department of State per diem rates. Rates vary by city and are obtained by calling x8078. Rates can also be obtained directly via the Word Wide Web at the following address: http://aoprls.state.gov/web920/per_diem.asp. Actual expenses may be reimbursed per receipts up to a maximum of 150% of the per diem rate.
C. Long-Term and/or Non-Commercial

**Long-Term:** 30 days or more in one location or when weekly or monthly rates may be obtained.

**Non-Commercial:** When facilities other than commercial are used, such as house trailer, field trips, camping, etc.

1. **Domestic:** maximum $47/day for meals and lodgings - lodging receipts are required, except for non-commercial
2. **Foreign:** maximum 55% of Department of State per diem rates.

**University Vehicles**
Various types of vehicles, including sedans, suburbans, pickup trucks and vans, are available on campus through Transportation Services. Reservations can be made by calling x2924. MSI must be notified at x8078 or via email, so that a form authorizing the charge to your project code may be completed and sent to Transportation Services. Vehicles will not be released unless this paperwork has been received. Charges include a basic daily or monthly rate, plus a mileage cost. These rates vary according to the vehicle used. Information regarding rates may be obtained from the Transportation Services website.

**Mileage**
Reimbursement of $0.51/mile is allowed when a personal vehicle is used in preference to a UC vehicle. Personal vehicles must have liability insurance in order for mileage to be charged to UC accounts. If the cost of air coach fare to a given destination is less than mileage (e.g., for travel to the East Coast), travelers who drive may be reimbursed up to the amount of airfare cost only, and may not claim mileage. However, airfare may not be claimed when the cost of flying is more than mileage (e.g., for travel to other UC campuses), when transportation is by private vehicle. (Travelers who do fly will be reimbursed for airfare, per receipts.)

The following mileage is authorized to the other UC campuses:

- **Berkeley** 710 miles RT.
- **Riverside** 365 miles RT.
- **Davis** 730 miles RT.
- **San Diego** 440 miles RT.
- **Irvine** 300 miles RT.
- **San Francisco** 670 miles RT.
- **Los Angeles** 200 miles RT.
- **Santa Cruz** 600 miles RT.

**Airfares**
Travelers are responsible for making their own airline reservations. It is the responsibility of the Principal Investigator to make sure that the funds are available and travel is allowable prior to making travel arrangements. It is preferable to use a local travel agent, rather than to deal directly with the airlines. Eligible travelers are encouraged to use the UC Corporate Charge Card to purchase airfares. Airfares for official travelers who are ineligible for the Corporate card may be billed directly to the grant via MSI. Travelers may choose to purchase tickets with personal funds and receive reimbursement after the travel is completed. In any case, the airline ticket stub must be retained and submitted as a receipt for the airfare expense.

**Rental Vehicles**
If more advantageous than other means of transportation, rental cars may be used. When renting cars, it is very strongly recommended that travelers rent from a rental car agency that has an agreement with the University. Travelers should present the identification number representing UC's agreement with the rental car company being used. This number will assure that discount rates are obtained and free Collision Damage Waiver (CDW) coverage is provided. It is important that a traveler use a UC approved rental agency and its I.D. number in order to insure that the University covers him or her for collision damage and liability in the case of an accident involving a rental car. Agreement vendors are Hertz, Enterprise and National. I.D. numbers and rate listings are available at the MSI Travel Web page [http://www.msi.ucsb.edu/Pages/travel.html](http://www.msi.ucsb.edu/Pages/travel.html). The most important feature of the rental agreement is that insurance coverage is included as part
of the rental fee. If the vehicle is rented using the UC I.D. number, loss damage waiver (LDW) and supplemental liability insurance (SLI) are provided at no additional cost. LDW is coverage that provides protection for the renter when loss or damage occurs to the rental car. It is also called collision damage waiver (CDW) or physical damage waiver (PDW). In the event that the UC driver is responsible for causing bodily injury or property damage to a third party, SLI provides coverage.

When renting a vehicle, please make sure that you provide the car agency with the UC I.D. number and that the clerk writes down on the contract “University of California Contract coverage requested.” In the event of an accident, UCSB’s position will be stronger than if the contract simply notes “UCSB” as your place of employment. Also, insist on the “UC Contract Rate” for the vehicle. Beware that if you go for a “special rate” because it saves money, you will automatically void the agreement between UC and the auto rental company: our agreement stipulates certain rates.

If a UC employee does not give the rental company the UC I.D. number and also declines the LDW and SLI coverage, then there is a possibility no physical damage insurance coverage is in effect because the University insurance program does not provide coverage for physical damage on rental cars. It is possible the employee’s personal automobile insurance coverage, or credit card that the employee used, will provide liability and physical damage coverage when driving a rented vehicle. Please check your policy and/or credit card used. If you have the UCSB corporate card and use this to rent a vehicle, primary liability and physical damage coverage are automatically provided. Please keep in mind that if a non-UC rental agency is used, the traveler or his personal insurance may be responsible for any damage suffered involving a rental car. The University will not reimburse travelers for the purchase of CDW or Personal Accident Insurance (PAI) on rental cars. However, CDW will be covered for travel outside of the United States and for vehicles rented by non-UC employees.

Receipts are required for rental car expenses. Please retain a copy of the rental agreement. Credit card receipts are not sufficient.

**Hotels/Motels**

University employees are eligible for reduced rates with Best Western, Hyatt Hotels, Hilton Hotels, Travelodge International and Holiday Inn. In Berkeley, special rates are offered at Hotel Durant, Shattuck Hotel, Claremont Resort Hotel, the Berkeley Campus Faculty Club, and the Berkeley Campus Women's Faculty Club. I.D. numbers and phone numbers for reservations may be obtained from MSI.

**Receipts**

**Receipts required:** transportation ticket stubs, lodging receipts for domestic trips except non-commercial, registration fees, rental cars, miscellaneous expenses of $75 or more, local transportation of $25 or more, and food purchased for group members. Receipts are also required for extra-ordinary items such as repair of accidental car damage. **All receipts must be originals; copies of receipts and credit card receipts/statements will not be accepted.** Accounting will not accept credit card carbon copies or even credit card statements from hotels. You must obtain an itemized receipt from the hotel. Please make sure if you are missing the itemized hotel receipt, to contact the hotel and request a copy immediately. The same policy applies with rental cars. If you don’t have the final receipt, please contact the agency and obtain a copy. **Receipts are required even when the expenses, such as airfare or registration, were paid directly by MSI. It is the traveler’s responsibility to obtain ALL receipts.**

**Advances**

In order to allow sufficient time to process paperwork and assure that checks will be prepared in time, travel advances should be requested from MSI at least one week prior to departure. Advances should be cleared via a travel voucher within 20 days after completion of the trip. Please keep in mind that a Travel Advance is not only money issued to you for trip expenses but also
money issued in your name to pay airfare, registration fees, housing deposits, etc. Even when the money does not come to you directly, you, as the traveler, are still responsible for clearing out the advance. Even when the expense was paid directly by MSI, it is the traveler's responsibility to obtain the necessary receipt to clear out the advances. Subsequent advances will be denied pending completion of a travel voucher for uncleared advances. After 120 days from the return date, outstanding advances will be reported as income to the IRS and thus subject to taxes.

**UCSB/Corporate Credit Card Program**

Faculty, professional researchers and career staff members who travel regularly on official University business are encouraged to obtain the UCSB corporate credit card, for which there is no annual fee. This card allows travelers to charge airfare, hotel, rental car and other expenses associated with official travel. Prompt submission of a travel voucher will ensure that the traveler receives reimbursement before the credit card bill is due. Because the use of the credit card eliminates the necessity for travel advances and payment of invoices from travel agencies, the University is able to process travel claims more quickly. Direct payment to the credit card agency is available when using the UCSB corporate card. Applications for this card may be obtained at MSI.

**Student Travel**

Travel for graduate students to attend scholarly meetings is allowed when graduate students present research findings at meetings. Field travel for graduate or undergraduate students is allowable, provided the PI approves the travel, and it is within the scope of the project.

**Non-UC Employees, Non-citizens and Out-of-State Employees**

Whenever payment is to be made to a non-employee for travel allowance, travel expense reimbursement, and other actual expenses, the Social Security number or tax identification number and home address of the non-employee must be provided. This is done to enable the University to report income information to the IRS as required by law. Non-citizens will need to request a ITIN number (similar to a social security number) from the IRS if they are to receive honorarium.

Non-citizens must also complete a "Statement of Citizenship Status" form and a “Certification of Academic Activity” form. It will be necessary to photocopy the I-94 (Arrival/Departure Record) from the visitor's passport in order to demonstrate the visa status. The procedures for providing payment to foreign visitors with either a B-1 or B-2 visa or those on a Visa Waiver Program (WB or WT) have been revised by the "American Competitiveness and Workforce Improvement Act of 1998." This bill increased the annual cap on the number of temporary visas available for highly skilled immigrants who work in academia and other industries in the United States. Additionally, the bill allows payment of honoraria and reimbursement of travel expenses to either B-1 or B-2 or WB or WT visa holders. This new law became effective for all travel occurring on or after October 21, 1998 and supercedes all previous notices and procedures. Departments hosting foreign visitors should inform them immediately about this policy. Although this new bill enables UCSB to reimburse B-2 or WT visa holders for travel expenses, it could result in changes for departments with foreign visitors staying longer than nine days.

The new policy for payment of honoraria and reimbursement of travel requires:
- the travel is for usual academic activity,
- the visit does not exceed nine days at a single institution,
- visa holders cannot accept honoraria and/or reimbursement for travel expenses from more than 5 such institutions or organizations within the previous six month period, and
- the payment must be offered by an institution of higher education, a nonprofit organization affiliated with an institution of higher education, or a nonprofit or a government research organization.

**Procedure for Reimbursement of Travel Expenses:** All foreign visitors traveling to UCSB must meet the above policy requirements, and they must complete the "Certification of Academic Activity for Foreign Visitors" form. (This form may be found on the Accounting & Financial Services Web Page...
at http://www.accounting.ucsb.edu/forms/nra.shtml or by calling MSI at x8078.) There are no provisions for exceptions, since doing so would put UCSB at risk of losing its federal funding. These payments are considered to be reimbursement for travel expenses rather than income. These payments are not subject to income tax reporting or tax withholding, provided the visitor accounts for the reimbursement according to UCSB travel policy. Honoraria payments may be considered income.

Employees who are not residents of California, such as out-of-state graduate students or aliens without permanent resident status, must notify MSI prior to leaving the state for UC business other than attendance at academic meetings. In order to assure Worker’s Compensation coverage for these individuals as they participate in cruises or other work outside of California, it will be necessary to notify the Business Services Office of their planned activities and agenda.

**Foreign Travel**

Most extramural funding agencies require use of a U.S. flag carrier for air transportation to foreign countries. Prior agency approval is usually required for foreign travel. In some cases, re-approval must be obtained, even though the travel was approved in the original budget. Definition of foreign travel varies for certain destinations. Please note that travel to Canada, Alaska, Hawaii and the US territories are considered foreign by some agencies.

**Cancellations**

**Advances:** Travelers are required to refund any advance immediately when a trip is canceled or indefinitely postponed.

**Tickets:** the traveler is responsible for canceling reservations or getting refunds for unused tickets. If paid by UCSB, any unused tickets or portions thereof should be returned to the Accounting Office via MSI, so that a credit may be claimed. If the trip itinerary is changed en route, and a refund application is completed, refund should be to UCSB or the travel agent. A copy of the refund application should be sent to Accounting via MSI, so credit can be obtained.

**Reimbursements**

Many of our travelers, at the time they turn in their travel worksheets and receipts, inquire as to when they can expect their reimbursement. As a rule, they are told that it takes between 2-3 weeks. However, this is not always the case. In some cases, it takes more time and in other cases, it takes less time. The reasons for this inconsistency are as follows:

- After receiving the worksheets and receipts at MSI, it takes approximately one week for the Travel Expense Voucher (TEV) to be prepared.
- Once all necessary signatures are obtained, the TEV is copied, balances checked and then forwarded to Accounting. (If the funds are not available in the project to cover the expenses, the PI is contacted. Until funds area available, the reimbursements cannot be processed.)
- Once Accounting received the voucher, they process the reimbursement requests. Depending on their workload, these can take 1-3 weeks. Please keep in mind that Travel Accounting processes ALL TEVs (Travel Expense Vouchers) for the entire University, plus pre-payments of airfares, registrations, etc.
  - Accounting now offers the possibility of direct deposit, which may decrease the reimbursement period by a few days.

**THE DELAYS:** The following are the main reasons why delays in reimbursements occur:

1. the necessary information is not provided (i.e. project to charge, purpose of trip, trip dates, license plate numbers, or what specifically is being claimed)
2. not all receipts are provided (itemized hotel receipts, car rentals, airfare)
3. the project to be charged does not have the necessary funds to cover the reimbursement amount
Traveler’s Responsibilities:
It is the traveler’s responsibility to submit complete information and receipts to the MSI Travel Assistant and to respond quickly to all requests. If insufficient information is given or required receipts are lacking, travelers will be contacted and asked to provide them. Reimbursement of expenses is not possible and will be delayed until the missing information is obtained. The length of these delays depends upon the amount of time it takes the traveler to respond. It is also the traveler’s responsibility to sign and return vouchers immediately.

CAR RENTAL AGENCIES
WITH UC AGREEMENTS

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*It is imperative that the Toll Free reservation number be used and UCSB’s ID # be cited when reserving a rental for UC business.

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