



August 27, 2013

Re: Required Approvals for Travel and Entertainment Reimbursements
To: All-Faculty Listserv

----- Forwarded Message -----

Subject: Required Approvals for Travel and Entertainment Reimbursements

Date: Tue, 27 Aug 2013 17:32:05 -0700

From: Kelly Hayton

To: all-faculty

TO: Campus Community

FR: Jim Corkill, Director, Business & Financial Services

RE: Required Approvals for Travel and Entertainment Reimbursements

As we are in the midst of a busy travel season, it is a good time to refresh the campus community on a few of the travel and entertainment reimbursement policies where there may be some level of misinterpretation or confusion.

Approvals

To ensure proper internal controls, an individual with delegated approval authority may not authorize payment of the entertainment expenses of anyone to whom he or she reports either directly or indirectly (i.e., the approving authority should be the supervisor of, or at a higher classification than, the person claiming the expenditure. In addition, individuals with delegated approval authority shall not approve their own entertainment expenses or the entertainment expenses of a near relative (e.g., spouse, domestic partner, child, parent, etc.).

Reference - [UC Policy BFB G-28](#) – Travel Policy

- Section V.A. – Approval of Travel Expense Voucher

Reference - [UC Policy BFB G-79](#) – Entertainment Policy

- Section V.A.2 – Approval of Entertainment Expenses

Travel Expenses Paid for Others

University employees normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Supervised group travel must be approved in advance.

The following are two examples involving requests for expenses paid on behalf of other persons.

Lodging - Lodging for UCSB visitors should be set up as either a direct billing arrangement with the hotel or travel reimbursement to the visitor. UCSB employees should not pay the hotel on behalf of a visitor and request reimbursement.

Rental Cars – Rental car should be secured by UCSB visitors directly with the rental car agency or through Connexus. Reimbursement of actual rental car charges should be paid directly to the UCSB visitor on a travel expense voucher.

Reference - [UC Policy BFB G-28](#)

- Section V.B.4 – Payment of Expenses on Behalf of Others

Group Travel

The University may negotiate agreements with restaurants, hotels, and similar establishments to furnish subsistence to a group or groups of University employees when it is to the University's advantage. Under such an agreement, the vendor may be paid either by the group leader or by billing the University.

Reimbursement of such expenses may be claimed by group travelers as follows:

- Group leaders who pay all or part of the group's expenses may be reimbursed by submitting a claim for the actual expenses incurred. The claim must be accompanied by the vendor's invoice/receipt showing payment in full.
- Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their subsistence expenses.

Reference - [UC Policy BFB G-28](#)

- Section V.E.4 – Payment of Group Subsistence Expenses

Subsistence Expenses

CONUS Travel - For travel assignments of less than 30 days within the continental United States (CONUS), the reimbursement of daily subsistence expenses shall be based on the **actual** amounts incurred for lodging and meals and incidental expenses. **The M&IE cap shall not be treated as a per diem.** M&IE reimbursement shall be limited to the **actual reasonable costs incurred**, subject to the daily maximum reimbursement cap set forth in Appendix B. Departments should remind their travelers that only expenses actually incurred are reimbursable. Travelers should be required to submit meal receipts if it appears that they are treating the cap as a per diem by routinely claiming the full M&IE amount. Lodging expenses must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel.

The [Domestic Travel Reimbursement](#) form has been updated to include a second page to allow travelers to document Meals and Incidental expenses by date. Travel Expense Vouchers that do not include a breakout of meals and incidental expenses by date and amount will be subject to return by the Travel Accounting Office.

Reference - [UC Policy BFB G-28](#)

- Section V.E.2. – Travel in Excess of 24 Hours
- Section V.I.2.a. – Substantiation of Expenses

Please contact Annette Gonzales at Annette.Gonzales@bfs.ucsb.edu with specific questions.