Travel Guidelines for Graduate Students

To view the UC policies for travel & reimbursement, please visit: http://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/travel-services/policieservices/procurement-services/information-campus-2

Below is a brief summary of our travel & reimbursement guidelines for UC Merced Graduate Students.

Travel Funding
- When submitting your request, you will need to provide the funding approval/award letter and the funding source (FAU).
- Note: Some graduate students may receive a “Travel Fellowship”. Travel fellowships are a specific amount that is given directly to a graduate student for the student to use for travel (usually for a conference). If you are receiving a travel fellowship, UC Merced is able to assist you with booking your travel; however, you will need to provide your credit card for payment (we are not able to prepay or reimburse you for any travel expenses related to the fellowship).

Conference Registration Fees
- If your conference registration fees are being paid for by the university, ssha.purchasing@ucmerced.edu is able to pre-pay these fees using our department credit card or a purchase order number.

Airfare
- If your airfare is being paid for by the university, ACT (Administrative Coordination Team) will be able to purchase your airfare for you.
- How to book a Flight, Hotel & Rental Car:
  1. Receive funding approval from the faculty/host.
  2. Check the available flights to find the best route and the most reasonable price.
  3. If needed, ACT will also be able to help you reserve a hotel and a car rental.
  4. Update your Connexxus Profile (see attached directions).
  5. Request your airfare, hotel and/or car rental via an ACT Service Now Request (see attached directions).
    - Please provide the details of your preferred flight itinerary
    - Please let them know if you need a hotel
    - Please let them know if you need a car rental

Travel & Entertainment Credit Card
- As a UC Merced Graduate Student, you are eligible to apply for the UC T&E Credit Card (Travel & Entertainment Credit Card). This card can be used for UC Travel (lodging, car rental & meals).
To apply for a T&E Card, please fill out the attached form and submit it to ssha.travel@ucmerced.edu.

Once you complete the required training, please allow a minimum of two weeks for your card to be processed & issued.

Once your travel is completed, please submit your receipts for reimbursement as soon as possible in order to avoid late fees.

Lodging

If your lodging is being reimbursed by the university, you will need to make sure you comply with all UC policies. http://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/travel-services/policinesservices/procurement-services/information-campus-2

Here are few of the UC policy highlights:
  - Please do not book hotel “packages/bundles”. Not all packages/bundles are reimbursable.
  - Maximum allowable for domestic lodging:
    - The UC system has updated its policies regarding the domestic travel maximum allowable rates for lodging to $275.00 plus tax, per night.
    - The lodging allowable maximum is for each day of your travel. This is not a per diem, just the maximum allowable reimbursement. If you are traveling to a city that has a higher than normal rate, please contact us BEFORE you book your lodging (ssha.travel@ucmerced.edu). We can try to help you navigate possible exceptions.
      - Note: we are not able to help you once you have booked the lodging, the maximum we can reimburse would be $275.00 plus tax, per night.
    - FYI: The UC negotiated hotel rates are just negotiated rates – they are not an approval for the rate. Example: If you book your lodging through ACT/Connexxus at a rate of $350.00 plus tax, per night and do not get the necessary PRIOR exception approvals, we will only be able to reimburse you for up to $275.00 plus tax, per night.
  - Foreign lodging:
    - When traveling to a foreign country, you are eligible to receive foreign lodging per diem. To view the current per diem rates, please visit: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
    - Any additional time you choose to stay for personal reasons is not reimbursable.

Rental Car

If your car rental is being reimbursed by the university, you will need to make sure you comply with all UC policies. http://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/travel-services/policinesservices/procurement-services/information-campus-2

Here are few of the UC policy highlights:
  - Please do not book car rental “packages/bundles”. Not all packages/bundles are reimbursable.
  - We are only able to reimburse you for a rental car up to an intermediate size car. If you rent a larger car, the additional charges will not be reimbursable.
When renting a rental car, you will be reimbursed for the cost of the rental but not for the purchase of additional insurance coverage, etc. Please do not purchase the GSP unless you are not familiar with the area you are traveling in.

Meals
- If your meals are being reimbursed by the university, you will need to make sure you comply with all UC policies. [http://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/travel-services/policesservices/procurement-services/information-campus-2](http://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/travel-services/policesservices/procurement-services/information-campus-2)
- **Here are few of the UC policy highlights:**
  - Please save your itemized meal receipts so UC Merced can reimburse you for meals charged within the period of time designated for your visit.
  - Alcohol is not reimbursable.
  - Maximum allowable for domestic meals:
    - UC does not have a per diem for domestic meal expenses but will reimburse actual expenses up to $62.00 per day.
  - Foreign Meals:
    - When traveling to a foreign country, you are eligible to receive foreign meal per diem. To view the current per diem rates, please visit: [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)

Questions
- If you have any questions, please contact ssha.travel@ucmerced.edu for assistance.