



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 Connexus 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/policieservices/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/Connexus 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/policieservices/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/policieservices/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>

Questions

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