



Visiting University of California, Merced

Reimbursement Guidelines

We hope to make your visit to our campus both informative and enjoyable. Below is a brief summary of our reimbursement guidelines. Please feel free to contact your visit coordinator if you have any questions or concerns regarding your visit.

Hotel

- We will make your hotel reservations for the 1-2 nights you will be here for your visit.
- The University will be paying directly for your hotel stay.
 - Any incidental charges to your room will not be reimbursable by the University and you are responsible for payment of those charges.
- Any additional time you choose to stay for personal reasons is not reimbursable.

Rental Car

- According to the University of California policy, when renting a rental car you will be reimbursed for the cost of the rental but not for the purchase of additional insurance coverage, GPS systems, etc.
- Please do not purchase the Fuel Service Option, instead, please refuel your car prior to returning it to the rental agency and submit your receipt.
- Please obtain itemized/zero balance receipts for your rental and fuel.
- Rental contract estimates are not accepted as receipts for reimbursement.

Meals

- 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 per UC policy.
- UC does not have a per diem for meal expenses but will reimburse actual expenses up to \$62.00 per day.

Traveling with a Family Member

- According to the University of California policy, we cannot reimburse for family member's travel expenses for your visit to UC Merced.

Booking Your Own Travel

If you'd like to book your own flight or other travel arrangements, please note the following:

- We cannot reimburse for any airfare upgrades (including first class, seat upgrade, etc.) without justification (such as a medical condition).
- We cannot accept receipts from travel bundle arrangements such as Expedia, Priceline, etc. (where car, hotel, flight have been bundled into one price).
- We can only reimburse rental car costs for travel days associated with University business.
- All other guidelines listed on this sheet apply as well.

Special Arrangements

- If there are any special arrangements we can help you with in advance of your trip, please do not hesitate to ask.

Coordinator Contact

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