

How to Report Domestic Travel of 30 Days or Less

When properly substantiated according to IRS rules and UC policy, reimbursements for business-related travel expenses are not taxed as additional income to the traveler. This flyer explains how to adequately substantiate the most common trip expenses so, when you return, your Faculty Support Unit assistant and/or Business Services can process your reimbursement quickly. **Your chief resource for travel information - Travel Services website at <http://travel.berkeley.edu>**

Business Travel Insurance	What you need to know:
<p>New! When traveling on official University business, employees and students are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents. Registration information will verify eligibility to the insurance company in the event a traveler needs to use any benefit, request travel assistance services, or submit a claim.</p>	<p>You must register before departure and you must get a new confirmation for each trip. Register at http://www.uctravel.org. Take a copy of the printed confirmation with you on your trip and be sure to leave copies with your office and family.</p>
Business Purpose of Your Trip	What you need to know:
<p>Your trip must have a clear business purpose in order for you to receive tax-exempt reimbursement for your travel expenses.</p> <p>“Domestic” travel means trips within the continental United States, excluding Hawaii and Alaska.</p> <p>Under no circumstances should personal travel expenses be charged to, or temporarily funded by, the University.</p>	<p>Along with your travel receipts, provide a copy of any document that describes the event, such as a program, agenda, invitation, announcement, or e-mail message. This is the easiest way to explain the business purpose.</p> <p>At the very least, provide the complete title of the conference or meeting (avoid acronyms) or a detailed description of why you traveled, your dates of travel, and the destination where your business was conducted.</p>
Air Travel	What you need to know:
<ul style="list-style-type: none"> • Use the campus partner agency, Carlson Wagonlit Travel, to plan your itinerary and purchase your airline tickets. Special State of California fares are only available via the partner agency. Use the optional <i>Travel Reservation Request Form</i> available at http://travel.berkeley.edu. • Contact Carlson: Phone: 800-728-4918, Fax: 866-436-8954 E-mail: cal@carlsonwagonlit.com • Purchase a simple itinerary via Southwest Airlines online using the campus contract (corporate ID 99266263) • Purchase your tickets on the internet. • Your reimbursement is limited to coach airfare only. • Fees to change an itinerary, carry extra bags, etc. can be reimbursed if they are business related. 	<p>Whether you paid for airfare yourself or charged it directly to the campus, you'll need to provide an invoice or itinerary provided by the agency, airline or booking service that includes these required elements:</p> <ol style="list-style-type: none"> 1. Name of vendor (person you paid) 2. Amount paid 3. Transaction date (when you paid) 4. Form of payment (cash, check, credit card) 5. Flight destinations <p>If you paid any special fees in addition to your airfare, remember to explain the business purpose on receipts.</p> <p>NEW: Discounted packages purchased from internet vendors generally do not adequately itemize expenses. No University business travel may be booked or reimbursed through such vendors unless the traveler has confirmed that every aspect of the package will be separately itemized (hotel daily room charges and tax/fees, for example).</p>
Ground Transportation at Your Destination	What you need to know:
<p>Use local public transportation such as buses, subway, or streetcars when possible. Shuttle service to and from an airport is allowed. Taxi service should be used only when public transportation or shuttles are impractical or unavailable.</p>	<p>Ask the taxi or shuttle driver for a receipt. When no receipts are available, make a note of expenses, including any tips, as you incur them.</p>
Automobile Travel	What you need to know:
<p>If you prefer to drive your private automobile instead of fly, reimbursement for expenses while in transit will be based not on actual expenses, but on the lower of the regular coach commercial airfare or the campus travel program fare, plus your estimated transportation costs to and from the nearest airport.</p>	<p>Work with your department's reimbursement preparer to determine, in advance, the relative amounts of the commercial and travel program fares that will affect your reimbursement.</p>
<p>When you drive your private automobile, you can be reimbursed for mileage at the current IRS rate of 48.5¢ per mile. You cannot be reimbursed for gasoline purchases or for any roadside assistance if you have car trouble during your trip. The IRS includes these costs in the standard mileage rate.</p>	<p>A mileage “receipt” is the page from any mapping program that shows the number of miles between your point of departure and your destination – double the mileage shown for a roundtrip. You'll be asked to provide your vehicle license number and to certify that you carry liability insurance in order to receive mileage reimbursement (required by policy).</p>

<p>Automobile Travel (continued)</p> <ul style="list-style-type: none"> • Use a campus contract when you rent an automobile for your trip – a list of rental car agencies and contract numbers is available on the Travel Services website. These rates include collision and liability insurance, so any insurance you purchase on your own will not be eligible for reimbursement. Purchase additional insurance for travel in Alaska and Hawaii. • Students should purchase additional insurance since campus contracts apply only to employees. • You should rent a compact or economy automobile, unless you have justification and advance approval for renting a larger vehicle. • You can be reimbursed for gasoline purchases when you drive a rental car. 	<p>What you need to know:</p> <ul style="list-style-type: none"> • Make sure the campus contract number is on your rental agreement – the preferential insurance coverage won't be in effect otherwise. • Take a copy of the list of campus rental car contracts with you in case you need to change agencies while you're on your trip. • When you return your car, go inside to the counter and pay your bill – don't use express check-in if you can avoid it. You'll be able to get the detailed receipt you'll need for reimbursement <i>and</i> you'll ensure that the agency doesn't claim vehicle damage later. • Your rental car receipt must include these five elements required by the IRS: name of vendor, amount paid, detailed description of services purchased, transaction date and method of payment (cash, check, credit card). • When you purchase gasoline, make sure you get a receipt that includes the same five elements listed above.
<p>Lodging, Meals and Incidentals</p> <ul style="list-style-type: none"> • "Lodging" includes a single-occupancy room rate, along with associated taxes and fees. • Sharing your room with a non-business traveler, such as your spouse, does not impact your reimbursement when the single rate is the same as the double-occupancy rate. • When there is a difference in room rates and you have shared your room with a non-business traveler, ask the front desk at check-out to quote the single rate and associated taxes and fees. Make a note directly on your zero-balance receipt – the single rate will be your reimbursement. • Personal services, such as mini-bar use, in-room movies and spa treatments, are not eligible for reimbursement. If these charges appear on your bill, deduct them from the total and make sure you clearly indicate that they are not to be reimbursed as business expenses. 	<p>What you need to know:</p> <ul style="list-style-type: none"> • Don't use express check-out - you must check out at the front desk in order to obtain a receipt that includes these five elements required by the IRS: name of hotel, amount paid, itemized description of services purchased, transaction date and method of payment (cash, check, credit card). • Your receipt must reflect a "zero balance" – both your charges <i>and</i> your payment(s) must be shown. • For trips of less than 12 hours, there is no reimbursement for meals and incidentals. • For trips of more than 12 hours but less than 24 hours, reimbursement is limited to actual cost of lodging and a maximum of \$42 for meals and incidentals.
<p>If you need to cancel a hotel reservation, make sure to do this in advance to avoid a penalty and get a cancellation number.</p>	<p>Unless you have a compelling business reason for not having cancelled a hotel reservation in advance, you may find that the penalty – typically the cost of one night's stay – is not eligible for reimbursement.</p>
<p>"Incidentals" are tips and gratuities paid to baggage handlers, porters, bellhops, maids and such.</p>	<p>Since there are no receipts associated with incidental expenses, make a note of your reasonable actual costs as you incur them.</p>
<ul style="list-style-type: none"> • Reimbursement for meals and incidentals is capped at \$64 per day. This is not a per diem – you will be reimbursed only for daily actual expenses, up to a maximum of \$64. • Unused portions of the \$64 limit do not carry over from one day to the next. • Meals consumed within 50 miles of your point of departure are not considered a travel expense. For example, if your point of departure (home or office) is less than 50 miles from Oakland International Airport, snacks and meals purchased there are not eligible for reimbursement. 	<ul style="list-style-type: none"> • Always get a cash register or credit card receipt for your food purchases. If a receipt cannot be provided by the vendor, then make a note of your actual expense. • If you submit meal receipts that exceed the daily limit, the online travel reimbursement system will automatically cap your payment at the daily limit. • If you hosted a business meal during your trip that included non-UC guests, report this expense separately. Include a guest list and description of the business purpose. Your preparer will complete an entertainment reimbursement request for the full cost of the meal as "entertainment while on travel status."
<p>Miscellaneous expenses, such as internet fees and phone calls to connect remotely with the campus and copying and fax charges from the hotel's business center, can be reimbursed.</p>	<ul style="list-style-type: none"> • Whenever possible, get a receipt for the miscellaneous expense and make a note of the business purpose on it. • If these expenses are included on your hotel bill, make a note of the business purpose for each cost.

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