

## Reimbursement Guidelines

When submitting your payment request, please note the following:

Reimbursable	Non-Reimbursable
<p><b>Mode of Transportation</b></p> <p>Flying</p> <ul style="list-style-type: none"> <li>• Booked at least 21 days in advance (to get the best reasonable airfare rate)</li> <li>• Fly coach class</li> </ul> <p>Train or Bus</p> <p>Driving</p> <ul style="list-style-type: none"> <li>• Parking covered only for those driving from original destination</li> <li>• Mileage based on IRS Approved Rates, must include map showing total mileage from starting point to end point</li> </ul> <p>-----</p> <p><b>Lodging</b></p> <ul style="list-style-type: none"> <li>• One night at the conference hotel for each day the speaker presents/co-presents</li> <li>• Reimbursements issued based on a standard, single-occupancy room, covering room, resort fee and tax costs only at conference group rate</li> </ul>	<p><b>Mode of Transportation</b></p> <p>Flying</p> <ul style="list-style-type: none"> <li>• Flight changes</li> <li>• Additional fees by airlines such as an early board options, or internet.</li> <li>• 1<sup>st</sup> class/upgrade travel is not reimbursed even if the ticket is cheaper than a regular priced ticket (<i>if you choose to book a first class ticket, you must provide documentation for what coach fare is for the same exact flight, same travel days, same airline and same day of actual ticket purchased</i>).</li> <li>• Traveler's Insurance</li> </ul> <p>Driving</p> <ul style="list-style-type: none"> <li>• Rental cars</li> <li>• Hotel parking fees unless driving was your original mode of transportation.</li> <li>• Traveler's Insurance</li> </ul> <p>-----</p> <p><b>Lodging</b></p> <ul style="list-style-type: none"> <li>• Lodging amounts exceeding the contracted group rate</li> </ul>

External speaker (Non-UC employee) should follow the above reimbursement guidelines based on the UC [G-28 Travel Regulations](#) when making their travel arrangements. All payment request must be submitted within 30-days post conference.

**Please be sure to include all your travel, lodging, food and incidentals in a single final invoice, which will ensure a speedier reimbursement payment.**

Please submit your invoice to Teresa Alvarez at [Teresa.Alvarez@ucop.edu](mailto:Teresa.Alvarez@ucop.edu).