Expense Reimbursement Guidelines
Steering Committee Meeting
https://adcs.ucsd.edu/Public/TravelGuide.aspx

HOTEL
- You are expected to pay the full cost of your room at the negotiated contract rate and will be reimbursed after the meeting (up to 2 nights-Saturday and Sunday).
- The hotel will require that you submit a credit card upon check-in.
- Non-covered incidentals including internet, telephone charges, and movies will not be reimbursed.
- You are responsible for any charges associated with early/late check-outs and no shows.

AIRFARE
- In order to be eligible for reimbursement, you must stay for the duration of the meeting.
- Airfare can be purchased by any method you prefer, as long as it is the most economical seat available. Seating upgrades, first-class tickets, or early-bird check-ins will not be reimbursed.
- Tickets must be round trip, coach class airfare, and purchased at least 14 days in advance of the meeting.

GROUND TRANSPORTATION
Round-trip ground transportation includes the following: Taxis, shuttles, and the Rapid Rail System. Limousine rides will not be reimbursed; no exceptions.

**Reimbursable Transportation Expenses:**
- Home/office to airport, airport to hotel, hotel to airport and airport to home/office.
- A maximum of $75.00 is allowed each way. Receipts are required.
- Bridge and toll charges will be reimbursed.

**Reimbursable Parking fees:**
- Parking at your home airport for the night(s) required to attend the meeting.
- Parking at the hotel if you live locally and drive to the meeting.

**Mileage**
- Round-trip mileage from your home/office to the airport will be reimbursed. If you are travelling 130 miles or more, you must submit a mileage report showing round-trip mileage. We will calculate your reimbursement based on UCSD mileage rates.

**Itemized receipts**
- Travelers must provide itemized receipts including tax for all expenses.

MEALS
You will be reimbursed for meals not to exceed $74 per day for actual expenses incurred. **Itemized receipts are required.** When meals are provided at the meeting, no meal expense will be reimbursed.
- **Alcohol is not a reimbursable expense.** Please remove alcohol and associated taxes before submitting the receipt for reimbursement. Reimbursement may be delayed or declined if receipts include alcoholic beverages.
- Travelers may not purchase meals for other individuals. Any meal receipt for more than one person will be declined for reimbursement.

A reimbursement form will be emailed after the meeting. Receipts are to be submitted within 30 days to: adcstravel@ucsd.edu

Any expenses received after 30 days will be paid at the university’s discretion.
Please submit ALL receipts in PDF format to expedite the reconciliation process and retain all original documents.