Expense Reimbursement Guidelines
Investigator Training Meeting
https://adcs.ucsd.edu/Public/TravelGuide.aspx

HOTEL
- The full cost of your room and applicable taxes will be billed to the ADCS upon check-out.
- You will be required to submit a credit card upon check-in.
- You will not be reimbursed for non-covered incidentals including internet, telephone charges and movies.
- You will be responsible for any charges associated with early/late check-out and no show.
- UCSD Employees: are not eligible for reimbursement at events in San Diego. If you believe you qualify for exceptional reimbursement, please email adcstravel@ucsd.edu to request prior approval (same for Ground Transportation).

AIRFARE
- Airfare can be purchased by individual traveler or though Balboa Travel. Using Balboa Travel allows your airfare to be billed directly to the ADCS. You are not required to use Balboa Travel. Once your attendance has been confirmed, you will be given further instructions on booking your airfare through Balboa Travel.
- In order to be eligible for reimbursement, you must stay the duration of the meeting and may not book return fare until two hours after the conclusion of the meeting. This will allow sufficient time to arrange transportation to the airport and check out.
- Purchased tickets must be round trip, coach class airfare, and must be purchased at least 14 days in advance of the meeting.
- How to Book your Airfare | https://adcs.ucsd.edu/Public/AirfarePurchase.aspx

GROUND TRANSPORTATION
Round-trip ground transportation includes the following: Taxis, Shuttles, Rapid Rail System.
- Home or office to airport, airport to hotel, hotel to airport and airport to home or office
- A maximum of $75.00 is allowed each way. Receipts are required.
- Bridge and Toll charges will be reimbursed.

Parking fees
- Parking at your home airport for the night(s) required to attend the meeting
- Parking at the hotel if you are local and drove to the meeting.

Mileage
- Round Trip mileage is reimbursed from your home or office to the airport as a round trip number. If you are travelling 130 miles or more, you must submit a mileage report showing roundtrip mileage. We will calculate your mileage based on UCSD mileage standards.

MEALS
You will be reimbursed for meals not provided during the course of the meeting on actual expenses not to exceed $71 per day. When meals are provided as part of the meeting, the total available maximum reimbursement is not to exceed $50 per day.

Reimbursement forms will be provided to all confirmed attendees. Receipts are to be submitted within 30 days to the ADCS. ADCS Travel must be contacted prior to the deadline if an extension is required. Any expenses received after 30 days will be paid at the discretion of this office.