

HOTEL

- You are expected to pay the full cost of your room at the negotiated rate with our contracted hotel 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 (full day).
- 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.
- **Fly America Act** | <http://blink.ucsd.edu/travel/training-guidelines/booking/air/fly-america-act.html>

GROUND TRANSPORTATION

Round-trip ground transportation includes the following: Shared rides (Uber/Lyft), 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 (Rate: 58 cents/mile effective 01/01/2019).

Itemized receipts

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

MEALS

You will be reimbursed for meals not to exceed \$62 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 declined for reimbursement.

Please submit ALL receipts in PDF format to expedite the reconciliation process and retain all original documents.