

## Jacobs School of Engineering requirements for receipts in order to be reimbursed for business travel expenses.

Certain receipts are required to report expenses and request reimbursement. Receipts provide proper documentation for travel expenses charged to UC San Diego fund sources, in compliance with UC and IRS regulations. To ensure reimbursement, please keep all receipts, even if they are not requested at the time of the original reimbursement request, until you receive your reimbursement.

**Note:** Reimbursement and receipt requirements do not change if an expense has been prepaid or reimbursed to a third party.

**Avoid "package deals" as they're generally ineligible for reimbursement.** Expenses combined in a package usually fail to meet receipt requirements. (Detail below.)

### Secure documentation

You're responsible for securing personal information. Before attaching any documentation, remove any personal information, including home address and phone numbers, credit card numbers, medical conditions, social security numbers, birth dates, etc. Visit [Securing Personal Information: Don't Put Others at Risk](#) to learn more.

### Original receipt required for reimbursement for any dollar amount:

- **Airfare**
  - The receipt must show the form of payment used, name of passenger(s), dates and routes of travel, airfare class, and amount paid
  - An invoice or itinerary from the travel agency, booking service or airline may serve as the original receipt
  - You can request a receipt at the check-in gate
- **Lodging**
  - The nightly cost cannot exceed \$275 (Room rate only - excluding taxes and fees)
  - The receipt must be itemized
  - Receipt not required if travel is outside the continental U.S., or lasts 30 days or more, as per diem applies. See also [Reimbursement by Receipts Instead of Per Diem](#)
- **Registration fees**
- **Rental car**
  - The receipt must be itemized
- **Miscellaneous items including but not limited to:**
  - Business office expenses such as word processing, fax/copy services, overnight delivery/postage
  - Special fees for foreign travel such as obtaining a passport and/or visa
  - Charges for checking and storing baggage, excess baggage

- Other miscellaneous items which are eligible for reimbursement only if they are ordinary and necessary to accomplish the business purpose of the trip, and explanation is included in the claim as to why the expense is being claimed..
- Any expense not listed below

**Ground transportation and associated parking costs - Original receipts required if an expense totals \$75 or greater per transaction. All expenses not requiring a receipt must be tracked in an itemized travel expense summary:**

- Ground transportation and associated parking costs:
  - o Travelers are to track actual expenses for ground transportation via a daily travel summary which includes itemized lines for each expense throughout the day.
  - o A mileage summary is required for any mileage claim

**Meals - Original receipts required if an expense(s) totals \$62 Per Day or greater. All expenses not requiring a receipt must be tracked in an itemized travel expense summary:**

**Meals:** Expenses for meals and incidentals (tips) do not require a receipt.

- Short-term domestic travel: Travelers are to track actual expenses for [meals and incidentals](#) via a daily expense summary which includes itemized lines for each expense throughout the day. If it appears a traveler is routinely claiming the maximum amount, receipts may be required by the approver(s) in your area. Exclude any meal(s) covered by conference registration.
- Travel outside the U.S.. or lasting 30 days or more: [Per diem](#) applies and receipts are not required for meals and lodging.
- Travel to Alaska, Hawaii, U.S. possessions or a foreign destination lasting 29 days or less: If actual costs exceed per diem due to [special circumstances](#) receipts are required to claim the actual expenses.
- Alcohol consumed during travel will not be reimbursed.

**When reporting travel expenses** after your trip, the department contact who has approval authority for travel must review required receipts before approving.

- Attach original receipts in MyTravel so the appropriate contact in your department can review them.
- If an original receipt is unavailable, make all reasonable efforts to supply documentation that supports the expense. If unavailable, you may request an exception to policy by providing a secure copy of the [traveler's credit card transaction history](#) reflecting the charges. (For security purposes, be sure to black out credit card numbers.) The approver will make the request as outlined in the [approver's checklist](#).

**Package deals:** For reimbursement eligibility, the receipt or itinerary must specify cost for each item. Before purchasing a package, via the Web or otherwise, confirm you will be able to obtain the required documentation. If the receipt or itinerary does not show cost for each component (such as airfare, airfare tax, room rate per night, and room tax per night) get a receipt from each service provider such as the airline, hotel, and/or rental car agency. If the separate cost components of a

travel package can't be specified, it's not possible to substantiate the business expenses and verify no personal benefit to the traveler. This is based on UC policy and IRS guidelines, and makes the expense ineligible for reimbursement. To meet UC San Diego travel policy, UC travel policy, and IRS requirements, the receipt or itinerary must specify the cost of each item but most sellers of package deals are unwilling to provide that information due to relationships with suppliers.

**Meals and Ground Transportation Expense Summary Requirement** - An itemized travel summary should be kept to track all expenses that do not require a receipt in accordance with the above guidelines. The expense summary should contain the date, category, description, and amount of each expense to be claimed. Example:

Date	Category	Description	Total Cost	Mileage
1/5/2018	Mileage	Home to Conference		120
1/5/2018	Meals	Breakfast	\$ 15.57	
1/5/2018	Meals	Dinner	\$ 25.99	
1/5/2018	Ground Transportation	Taxi to Hotel	\$ 15.03	
1/6/2018	Ground Transportation	Taxi to Conference	\$ 15.03	
1/6/2018	Meals	Breakfast	\$ 12.42	
1/6/2018	Mileage	Conference to home		120