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To: travel_coordinators@lists.ucr.edu
Cc: TravelFeedback@ucr.edu
Subject: [Travel_coordinators] Upcoming Changes to UC Travel Policy (BFB G-28) Effective 10/15/17
Date: Tuesday, October 10, 2017 9:22:06 AM
Attachments: [ATT00001.txt](#)

Dear Travel Coordinators:

The UC Office of the President recently announced several [policy changes](#) that will go into effect on October 15, 2017. The goal of these changes are to better align UC policies and procedures with best practices and more effectively manage costs as well as address recommendations from the California State Auditor's Office.

There are two significant changes to UC Travel Policy (Business & Finance Bulletin G-28):

- **Lodging:** A new maximum of \$275 on nightly room rates has been established for travel assignments of less than 30 days within the continental United States (CONUS). The proposed policy language is as follows:
 - *Lodging expense reimbursements are actual up to \$275 per night before taxes and mandatory hotel fees and must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel. When the traveler is unable to secure lodging at \$275 per night or less, the traveler must submit additional documentation (in the form of a print-out of price comparisons within the proximity of the meeting at the time of booking) that supports the higher lodging rate incurred.*
 - *A traveler who is required to attend a conference where the prearranged conference lodging rate exceeds the \$275 per night cap may stay at the conference hotel without exceptional approval*

For lodging booked prior to October 10, 2017, where the lodging stay takes place after October 15, 2017 in the CONUS, if the nightly cap rate is exceeded, please add a detailed comment in the expense report explaining the reason along with any supporting documentation justifying the over this cap amount.

- **Meals and Incidentals (M&IE):** Maximum daily reimbursement for meals and incidentals cap will decrease from \$74 to \$62 for travel assignments of less than 30 days within the CONUS. Exceptions are not permitted. The proposed policy language is as follows:
 - *The M&IE cap for CONUS travel under 30 days shall not be treated as a per diem. M&IE reimbursement shall be limited to the actual reasonable costs incurred; subject to the daily maximum reimbursement cap.*

As a reminder, per our local campus procedure, receipts are not required for meal costs less than \$75.

Please ensure travelers in your unit are aware of these upcoming changes. An additional announcement will be distributed when the new policy language is issues and available in BFB G-28. Please direct questions to travelfeedback@ucr.edu.

Sincerely,

Bobbi McCracken

Assoc. Vice Chancellor-Business & Financial Services and Controller