



AggieTravel Cheat Sheet

Please familiarize yourself with the following to ensure that you are not missing information or materials when submitting your own AggieTravel report or submitting expenses to your Business Office. Following these guidelines will reduce the chances of returned reports.

Please be sure to register all trips on [UC Away](#). This allows the university to reach you during emergencies.

How to Avoid Common Expense Report Errors

1. **ALWAYS ATTACH PROOF OF PURCHASE FOR AIRLINE TICKETS AND LODGING!** This means that your receipt needs to include a payment method (showing the last four digits of the card used to pay), your name, and the date purchased. Itineraries without proof of purchase will not count! See the 'Receipts' section of this document for more information.
2. **ALWAYS ATTACH PROOF OF ANY EVENT YOU ATTEND OR HOST!** This can be an agenda, a screenshot of the event website, or a letter of invitation on letterhead. Documentation needs to include the name of the event, the logo, and the program dates.
3. **DO NOT EMAIL CREDIT CARD STATEMENTS IN PLACE OF RECEIPTS.** If you do not have the necessary receipt you will need to fill out a Declaration of Lost Receipt form. You can work with your business office contact to see if a credit card statement can be securely uploaded in the receipt's place.

Approval Flow Process

- Once a report is submitted it is first routed to the account manager associated with the funds that will be covering the reported expenses.
- After the account manager approves the report, it routes to the department CAO or Chair.
- After the CAO/Chair approves the report it routes to the University Travel Division for final approval. Once they approve the report payment is sent.
- Due to the approval flow process, it can take up to two weeks after a report is submitted to receive payment. Please keep this in mind when submitting a report yourself or submitting expenses to the business office.

Mobile App

- Frequent AggieTravel users should download the SAP Concur app. The app allows you to manage your travel more efficiently. This includes the ability to take pictures of your receipts and have them automatically uploaded to AggieTravel.
- Once you have the app downloaded, you'll need to log in to AggieTravel to sync your profile:
 - Click your profile in the upper right corner.
 - Click 'Profile Settings'
 - Click 'Concur Mobile Registration' in the lower left corner of the page.
 - Follow the directions on the screen to set your PIN.

Receipts

- Always submit receipts for airfare, hotel, rental cars, conference registrations, etc. regardless of the amount.
 - Let your business office contact know if you are unable to turn in any receipts.
- Credit card statements will not suffice as receipts.
- Host gift receipts are required if the purchase is over \$25, and cannot be reimbursed for more than \$75.
- Receipts must be dated and include proof of how the item was purchased (ex. Last four digits of the credit card used).
- Worried about losing your receipts? Try using the Concur app (see the above section)! You can snap a picture of your receipt and it will automatically upload to your AggieTravel profile.

Benefits of Getting a Travel Card

- Using a travel card allows you to pay for your expenses and non-employee expenses without coming out-of-pocket.
- A PI can assign delegates in AggieTravel to generate expense reports on their behalf.
 - All reports will still need to be submitted by the PI, so they would still have oversight.
- A travel card never affects the credit rating of the cardholder unless the cardholder pays the U.S. bank with a check and the check bounces.

Travel Reports

- For travel within 200 miles of the university UC reimbursement policy requires that you select the least expensive mode of transportation possible. If you choose to travel by a more expensive mode of transportation for convenience or otherwise the university will only reimburse up to the lowest possible cost.

Airline Tickets

- If you purchase airline tickets with your personal funds you must wait until after the trip is completed to be reimbursed. If you use a UCD travel card you should submit an expense report or provide your business office with trip info and itinerary as soon as the expense imports on AggieTravel.
- Only purchase coach/economy airfare tickets. Your proof of purchase needs to show that this was the class you purchased. Extra legroom/seat selections are permissible, but you should never purchase a ticket that says “business” or “first class” using university funds unless you have a doctor’s excuse or can prove that no other tickets were available. In these cases an Airfare Exception Form will need to be filled out.
- It is always best to purchase your airline tickets on AggieTravel when you are able. This will automatically register your trip with UC Away (insurance).

Gas/Personal Car Mileage

- Gas is only reimbursed when you rent a car or use a university vehicle. You cannot claim mileage for a rental car or university vehicle.
- Mileage can be claimed when travelers use their personal vehicle. The current reimbursement rate is \$0.58 per mile (for 2019).

- Mileage is calculated using Google Maps. You must be able to show that claiming mileage is cheaper than purchasing airfare for your trip. The university will only reimburse up to the cheaper of the two options.
- You must provide the license plate of your vehicle or have a personal car on file when requesting mileage reimbursement.

Rental Cars

- Rental car fees may be reimbursed if deemed necessary by the university. This typically only occurs when it would be more fiscally advantageous over other means of transportation.
- Only book cars classified as 'economy' or 'compact.' The university will not cover upgraded service.
- The university will not reimburse liability insurance expenses. However, if you book through one of our affiliates you will automatically be covered. Find more information here:
<https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental>

Lodging

- The university will cover lodging accommodations that span the night before a business-related event to the night that the event ends. Any additional nights will not be covered without a valid business purpose that relates your stay to UC Davis.
- The domestic hotel limit is up to \$275 base room rate per night. If your lodging exceeds this limit, a Lodging Limit Justification form will need to be filled out (reach out to your Business Office).

Meals and Incidentals

- Meals are only reimbursable for overnight trips.
- Meals can only be reimbursed up to \$62 per day of travel. This is not meant to be treated as per diem. Claim only what you spend!

Foreign Travel

- All foreign travel must be registered through UC Away (remember, registration is automatic when tickets are booked through AggieTravel).
- International lodging and meal limits differ per country. You can check rates here:
https://aoprals.state.gov/web920/per_diem.asp
 - Note that we no longer offer 'per diem' reimbursement for foreign meals. You must report the total amount that you spent each day abroad.

Group Travel

- Group travel is allowed when necessary, but it should be discussed with the Business Office beforehand.
 - In the case that you are traveling in a large group the Business Office can make arrangements ahead of time so that you aren't out of pocket on the behalf of others.
- When submitting group travel expenses to the Business Office, include the name and affiliation of all travelers and what expenses of theirs you covered (number of hotel rooms, meals, etc).

Entertainment Reports

- Expenses that are classified as entertainment include meals, refreshments, or related supplies purchased in connection with events that are primarily business activities in support of the university's mission. Examples include:
 - Light refreshments for a business meeting/networking event/seminar.
 - Lunch for a full day meeting.
- Entertainments must ALWAYS include a list of attendees and some sort of agenda/flier of the event.

Entertainment Meals & Incidentals

- Current entertainment limits per person are:
 - Breakfast: \$27
 - Lunch: \$47
 - Dinner: \$81
 - Light Refreshments: \$19
- The above limits include drinks, tips, delivery charges, and tax.
- Entertainment meals must be itemized with attendees:
 - Less than 10 people: each person must be listed electronically on AggieTravel
 - More than 10 people: a list of attendees (like a sign-in sheet or roster) can be attached. The list must include individual names and affiliation.
 - Per person amounts are calculated based on the number of people that were invited, not who actually attended.
- When traveling you should aim to only pay for your own meals if possible.

Misc. Entertainment Expenses

- Other expenses such as plates/utensils, name badges, etc. can be submitted. Please provide the business purpose for the expense and how it relates to the entertainment.

****When in doubt reach out to your Business Office contact! We're always more than happy to answer questions or help make travel arrangements.**