

BRIEF GUIDELINES FOR TRAVEL REIMBURSEMENT BY UCSC

This packet includes a UCSC travel form and instructions for completing the form.

A Payee Setup Request (ie 204) form is also included, along with instructions for completing the form. This form is used to add vendors to the UCSC database. Therefore, if you have never been reimbursed by UCSC for travel expenses, you should complete and sign the form. Also, please complete the Vendor Electronic Funds Authorization Form and attach a voided check if you want to receive your reimbursement electronically.

If you are not a US citizen, you will need to submit a copy of your I-94 form and the signature page of your passport with the 204 form.

Briefly, original receipts are required for:

- 1) Airfare. You must fly on a US carrier.
- 2) Lodging
- 3) Rental Cars. Insurance for rental cars is **not** reimbursable.
- 4) Any expense that is greater than \$75

Information about reimbursement follows:

1. Mileage reimbursement rates:
 - a. 57.5 cents per mile
2. Rates for Meals and Incidental expenses:
 - a. Claim actual costs for meals and incidentals, up to a maximum of \$71 dollars a day. For the most part, participants in the Observational Astronomy Workshop will not have any costs for meals and Incidentals, except for meals eaten while traveling to and from Mt. Hamilton.
3. Lodging - use actual cost, submit original receipt. Lodging for participants in the Observational Astronomy Workshop should not be included on the post travel form as this expense will be covered for the participants.
4. The rules for the use of personal automobiles in lieu of flying are as follows:
 - a. When a personal vehicle is used, reimbursement is limited to the lesser of the equivalent airfare, plus transportation to and from the airport **or** the actual mileage cost (at 56.6 cents/mile). Reimbursement is limited to the owner of the car and does not increase depending on the number of passengers. An alternative to using a personal automobile is renting a car. Rental costs will be reimbursed (with the exception of insurance) and gasoline purchases will be reimbursed.

Travel forms should be returned to:

Lisa Ellis
UCO/LICK Observatory
Administration
University of California
1156 High Street
Santa Cruz, CA 95064

If you have any questions, please contact Lisa Ellis (831-459-5165), lisa@ucolick.org