Transportation	Current Rates, Limits and Other Guidelines	Receipt Requirements			Anthony Travel	
		Always	Over $75	Itemized w/Payment Method	Direct Bill	Discount Rates
Air Transportation						
Airfare	Coach/economy class	✓		✓	✓	✓
Seat Selection - under $30	Department approval	✓		✓		
Seat Selection - over $30	Department head approval & written explanation required		✓	✓		
Seat Upgrade	Exceptional approval w/justification required	✓		✓		
Standard Baggage Fees	2 checked bags and/or 2 carry on bags		✓	✓		
Non-Standard Baggage Fees	Department head approval & written explanation required		✓	✓		
Early Bird/Priority Check-in	Exceptional approval w/justification required	✓		✓		
Private Aircraft - Mileage	Chancellor pre-approval required					
Private Aircraft - Other	Chancellor pre-approval required	✓		✓		
Ground Transportation						
Rental Car	Intermediate or smaller	✓		✓		✓
Rental Car Insurance	-Systemwide contracts include insurance coverage -Supplemental insurance recommended for outside the U.S. Refer to G-28 policy for details	✓		✓		✓
Other Ground Transportation (Taxi, Uber, Lyft, Train, Bus, Shuttle, etc.)	Cost must be reasonable in relation to personal car use costs, including parking, tolls, etc		✓	✓		
Limousine	Additional justification required		✓	✓		
Airport Parking	Long term preferred when traveling 24+ hours		✓	✓		
Gas & Tolls	Driver only, gas eligible for rental cars		✓	✓		
Mileage - For personal vehicles						
Mileage rate	70 cents/mile (eff. 1/1/25)					
Driving in lieu of air - rate	Cannot exceed airfare quote obtained prior to departure					

Subsistence	Current Rates, Limits and Other Guidelines	Receipt Requirements			Anthony Travel	
		Always	Over $75	Itemized w/Payment Method	Direct Bill	Discount Rates
Lodging						
Lodging Deposit		✓		✓		
Lodging - Domestic	Up to $333 nightly room rate (before taxes/fees), must be 40+ from headquarters or home, whichever is closer	✓		✓	Some Local Hotels	✓
Lodging - Foreign, Actual	No more than 300% of federal rate	✓		✓		
Non-hotel stays	Airbnb, home rentals, same guidelines as domestic lodging	✓		✓		✓
Lodging Parking	-Valet permitted when self-parking isn't offered at hotel (verification from hotel required) -Exceptional approval w/justification required in all other situations	✓		✓		
Meals & Incidental Expenses						
Meals & IE - Domestic	Actual up to $92/day		✓	✓		
Meals & IE - Foreign, Actual	No more than 300% of federal rate		✓	✓		
Per Diem - For OCONUS travel						
Lodging - Per Diem	Refer to US Dept. of Defense rates	✓		✓		
Meals & IE - Per Diem	Refer to US Dept. of Defense rates		✓	✓		
Per Diem Adjustment	Reduce per Appendix B, Section 301 of Federal Travel Regulation					

Miscellaneous	Current Rates, Limits and Other Guidelines	Receipt Requirements			Anthony Travel	
		Always	Over $75	Itemized w/Payment Method	Direct Bill	Discount Rates
Fees						
Currency Exchange Fees			✓	✓		
Service Fees			✓	✓		
T & E Card - Cash Advance	must itemize to report actual expenses		✓	✓		
T & E Card - Cash Advance Fees	fees for T&E Cart ATM withdrawal		✓	✓		
Gifts Purchased While on Business Travel						
Host/Hostess Gift	one gift per stay; $75 maximum		**>$25**			
Non-cash award/Gift	refer to G-41 and G-42 Gift Policies	✓				
Miscellaneous						
Hotel Business Services	printing, fax, mail, etc. at the hotel		✓	✓		
Wi-Fi Charges	Department head approval & written explanation required		✓	✓		
Telephone Calls			✓	✓		
Other Travel Expenses	purchases made while traveling		✓	✓		
Registration						
Conference Registration Fees		✓		✓		

Entertainment	Current Rates, Limits and Other Guidelines	Receipt Requirements			Anthony Travel	
		Always	Over $75	Itemized w/Payment Method	Direct Bill	Discount Rates
Hosted Event Meals						
Entertainment - Light Refreshment	$24/per person		✓	✓		
Entertainment - Breakfast	$34/per person		✓	✓		
Entertainment - Lunch	$59/per person		✓	✓		
Entertainment - Dinner	$103/per person		✓	✓		
Non-Food/Beverage Event Expenses						
Entertainment - Other	unrestricted funds only, refer to BUS-79 & UCR 200-44 Policies		✓	✓		

Applicable Policies	Policy Location	URL

University of California - G-28 Travel Regulations	UC Office of The President	https://policy.ucop.edu/doc/3420365/BFB-G-28
UCR Travel - Policy, Regulations, and Procedures - 900-20	UCR Business Financial Service - Accounting Office	https://policyking.ucr.edu/home/policy/6539d1030ad0f868b86637d8