



UNIVERSITY OF CALIFORNIA, MERCED
VICE CHANCELLOR FOR ADMINISTRATION
P.O. Box 2039
MERCED, CALIFORNIA 95344
(209) 724-4400

April 14, 2009

VICE CHANCELLORS, DEANS, DIRECTORS and ADMINISTRATIVE OFFICERS

RE: Travel Policy and Procedure Clarification - Collection of Receipts

For business travel under 30 days in the continental United States, University of California travel policy requires original itemized receipts for specific items (list available on page 51 of G-28 at <http://www.ucop.edu/ucophome/policies/bfb/g28.pdf>). For some items, such as meals, the requirement is to provide receipts if the cost is \$75 or more. The policy also states that expenses reimbursed must be based on actual costs and meals and incidental expenses are limited to \$64 per day (not to be construed as per diem).

To demonstrate stewardship of university resources, UC Merced has in the past required receipts (or an explanation for missing receipts) for all travel expenditures. Effective March 1, 2009, the official campus policy was revised to be consistent with UC policy, i.e., reimbursement is for actual expenses, and receipts are not required for expenses under \$75 in the following categories: meals and incidental expenses, local transportation, or miscellaneous expenses. The requirement for original receipts for gifts presented to a host is \$25 or more. Some granting agencies require receipts for all expenditures. The traveler's administrative unit will be expected to make a determination based on the fund source used and will be the office of record for those items.

For definitions and additional information on travel expenditure please refer to the UC Travel Policy G-28 and UC Entertainment Policy BUS – 79 available at <http://www.ucop.edu/ucophome/policies/bfb/>.

Travelers should continue to submit other policy exceptions to AVC Monir Ahmed for review and approval using the Exception Request form available at <http://policies.ucmerced.edu/>. Questions and requests for clarification should be addressed to Controller Steven Dolmseth at sdolmseth@ucmerced.edu.

Sincerely,

Mary E Miller
Vice Chancellor for Administration

Copy: Chancellor's Cabinet
Management Service Officers'