



UC Davis Travel Visa Card

Use your Travel card to pay for all university sponsored Travel and Entertainment expenses. The Travel card is not for personal use and any inappropriate charges may result in the card being revoked. Remember to reconcile any Travel card expenses within the first billing cycle.

There are many advantages to using the Travel card. They include:

- No annual fees to the individual employee.
- No interest/delinquency fees if payment is received by the end of the next monthly billing cycle.
- Worldwide full value primary auto rental insurance coverage.
- Travel accident insurance for both the traveler and accompanying family members during business travel. Each person is covered for \$500,000 for accidental loss of life.
- Lost or stolen baggage coverage and assistance up to \$1,250.
- Travel and emergency assistance.

More Information

- For help, contact travelhelp@ucdavis.edu
- If booking outside of AggieTravel, register your university travel at <https://ehs.ucop.edu/away/>



Log in to AggieTravel or access Connexus at aggietravel.ucdavis.edu

In addition to Travel and Entertainment, you can also use AggieTravel for:

- Membership Payments
- Professional Certification Fees & Renewals
- Employee Relocation Reimbursements
- Requesting reimbursement for unauthorized out of pocket purchases



Need help with AggieTravel Reservations?
Contact BCD Travel by phone: 877-885-8632 and choose option #3.

The guidelines offered here are based on policies established by the UC Office of the President. Anyone traveling on official university business is expected to be familiar with and ensure compliance with UCOP travel policy G-28 and any internal departmental policies and procedures. Your department's requirements or restrictions may be more stringent, so always check with your department head or travel coordinator prior to traveling. coordinator prior to traveling. coordinator prior to traveling.



How to Travel at UC Davis

UCDAVIS
Supply Chain Management

Booking and Registering Travel

UC Davis travelers should always book airline, car rental and lodging through AggieTravel, our online travel portal. AggieTravel offers negotiated pricing and added protections for UC Davis



travelers. Airfare can be pre-paid when booked through AggieTravel, while car rental and hotel reservations made through AggieTravel are paid to the vendor directly. For added benefits, use your UC Davis Travel Visa card!

If reservations are not made through AggieTravel, UC Davis travelers are required to register their trips with UC Away, a registration program that notifies UC Davis Risk Management about travelers and their itineraries.

Visit <https://ehs.ucop.edu/away/>.

- ✓ Use your Travel card wherever possible.
- ✓ Travelers should only pay for their own expenses.
- ✓ Use the Preferred Booking Program (formally CTS) for guests.
- ✓ Actual meal expenses can be reimbursed up to \$62 per day (domestically).



Entertainment

To be considered entertainment, official guests attend an event at the invitation of a UC Davis host, for a valid business purpose. Reference UCOP policy BUS-79 for qualified events, including:

- Hosting a Conference
- Donor Relations
- Student Programmatic Activities
- Recruitment Events
- Business Meetings
- Morale Building Activities
- Meal limits include food, beverage, tax, service, and delivery charges:
 - Breakfast \$27
 - Lunch \$47
 - Dinner \$81
 - Light Refreshments \$19

Do not use state funds for morale events.

Olive & Vine (UC Catering)

When hosting an official UC Davis business event, take advantage of Olive & Vine, our on-campus catering service. They will direct bill your department through the Preferred Booking Program (formerly CTS).



Report Travel Expenses at aggietravel.ucdavis.edu

You must report your travel and entertainment expenses within **45 days of the completion of the trip**. Reports not submitted within 60 days after a trip or event may result in tax reportable income. See the UCOP G-28 policy for further guidance and rules.

What should I attach?

- ✓ All original receipts for any expense over \$75.
- ✓ Paid receipts for: airfare, lodging, car rental, and conference or seminar registration.
- ✓ Lodging or airfare exception forms (if required).

Concur Mobile App

While on your trip, use your iOS or Android phone and the Concur mobile application to capture receipts and enter out-of-pocket expenses. You can even use the app to approve reports. Instructions for installing and logging into the app are on our website at: <https://supplychain.ucdavis.edu/travel-entertainment>.

Students and Guest Travelers

Anyone traveling on behalf of the university who is not an active employee cannot access AggieTravel themselves. The sponsoring department's business office will create non-employee profiles and generate expense reports on their behalf.