

# Graduate Student Guide for Managing UCD Expenses

If your funds have not been set-up with a UCD account number please first contact your Graduate Group Coordinator &/or Account Manager to establish the funds as needed. Be sure to include an account number with all processing requests.

## Reimbursements & purchases fall into the following categories:

- A. Travel Purchases/Reimbursement:** (Please note there is a Pre-Trip form to use for conference registration and airfare that must be paid several months in advance. However if paid by personal means these purchases are not reimbursed until after the travel dates. These expenses can be purchased through the Business Processor on your behalf)

During your travel keep in mind:

1. The daily allowance while traveling in the USA for Meals, Incidentals and Tips is \$62 per day. (International travel allows for a Per Diem set By the US State Department, search by country/city/season: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Any amount spent over the daily allowance will be marked as *Personal/Non-Reimbursable* and will not be reimbursed.
2. Meal expenses should be claimed for only the amount spent, if maximum is claimed for all trip days, receipts may be required.
3. On the days you are traveling you may only claim meals consumed while actually traveling. (i.e. Return flight scheduled 8am to 2pm you may claim breakfast & lunch - NOT dinner)
4. Receipts, especially for airfare and lodging, need to include the method of payment (typically showing the last four digits of credit card used)
5. Airfare documents should include the purchase receipt and the flight itinerary.
6. Lodging has a domestic daily allowance of \$275 (pre-tax). The receipt needs to include the folio that will have a breakdown of daily expenses and is provided at check-out. (meals & incidentals charged to room will be applied to daily M&I allowance) (Parking charged to room will not count toward lodging allowance)
7. Meal receipts need to be itemized + credit card transaction slip (alcohol will NOT be reimbursed)
8. If needed there is a Lost Receipt Form on the Cluster 5 website (below)
9. A good rule of thumb: Anything related to a trip i.e. printing needed during or before a conference or meals while traveling is part of Travel.

In addition, to avoid out-of-pocket travel expenses, flights can be booked through BDC in AggieTravel: <http://afs.ucdavis.edu/systems/aggie-travel/index.html> **\*\*pg2**

- B. Entertainment Purchases/Reimbursements:** Venue, food, napkins, note pads, etc. purchased for meetings or events are covered under Entertainment.

1. Use Entertainment Expense Form
2. Include all receipts (must show method of payment)
3. Food & beverage receipts must be itemized.
4. Guest list or sign-in sheet is required for Entertainment meal expenses. List to include: First & Last Name, email and their affiliation with UC Davis.

**C. Supplies/Equipment, Misc. Purchases/Reimbursements** UCD prefers to avoid out-of-pocket expenses as much as possible. To prevent this, purchase requests should be sent to the Business Unit with the following information:

1. Item name with details. Specific URLs work best to ensure the exact size, color, etc. is purchased.
2. Approximate price of each item.
3. Quantity of each item.
4. The account number to use. (Multiple accounts can be used)
5. A brief Business Purpose for the item(s) purchased/requesting to purchase.
6. Date needed.
7. Non-travel reimbursements over \$500 will result in obtaining a confirming order from the Dean's office that could be denied. Therefore any purchase that is over \$500 (including tax & shipping) must come through the Business Unit.

***\*\*It is important to confirm there are sufficient funds with your Account Manager before booking BCD travel or making large purchases.***

**Submitting receipts for reimbursement processing:**

1. Scanning and sending receipts via email is the most time efficient, however whatever works best for you is fine.
2. Please fill out the appropriate reimbursement form(s) which you will find on the Cluster 5 website:  
<https://cluster5.ucdavis.edu/forms>
3. Mileage form is required for multiple trips per month. List each start-finish address, check the appropriate box at the bottom for auto-calculation. If only 1-2 trips you may provide the start & finish addresses on the Travel Expense Form for processor to input with Google Map in AggieTravel. Note on Expense Form: *Mileage Log attached.*
4. Signatures at the bottom of the forms:
  - a. Traveler, you. Turn in signed
  - b. P.I., Principle Investigator, monitors spending. Turn in signed. (Adobe digital signatures acceptable)
  - c. Account Manager, approves use of account based on funds & related UC policies. Processor will obtain Account Manager Approval.
5. Once the report is ready, give to Grad-Group Program Coordinator for review, then send/bring to your Business Unit Processor.
  - ESP: Corina Lopez, [cclopez@ucdavis.edu](mailto:cclopez@ucdavis.edu), 530-752-3558
  - ARE: Susan Sloan, [smsloan@ucdavis.edu](mailto:smsloan@ucdavis.edu), 530-752-3980
  - HE: HDE, LDA, CCFS: Cheryl Piety [cpiety@ucdavis.edu](mailto:cpiety@ucdavis.edu), 530-752-8916

The Business Unit staff will be glad to answer any questions regarding your UC Davis business processing needs.