

## Cluster 5 Guide for Managing UCD Expenses

Faculty and Department accounts are typically established in advance. Graduate Students accounts are set-up through the Grad-Group Coordinator & Account Manager. Please 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 can be paid months in advance on your Travel Visa Card (aka Corporate Card). However, if paid out-of-pocket these purchases are not reimbursable until after the travel dates. Registration type of expenses should be purchased in advance through the Business Processor on your behalf only if you do not have a Travel & Entertainment Visa Card (aka Corporate Card). Flights should be booked through [AggieTravel/BCD](#)\*\*.

During your travel keep in mind:

1. The daily allowance while traveling in the USA for Meals, Incidentals and Tips is \$62 per day. An overnight stay is required to claim meals. For most recent allowances check at: [A&FS/travel](#) (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.
3. Meal receipts need to be itemized + credit card transaction slip (alcohol will NOT be reimbursed)
4. 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)
5. Receipts, especially for airfare and lodging, need to include the method of payment (showing the last four digits of credit card used) **NOTE: Airfare purchased by miles/points or gift cards are NOT reimbursable.**
6. Airfare documents should include the purchase receipt and the flight itinerary. Boarding Passes cannot take the place of an Itinerary.
7. International travel must be registered with [UC Away](#) (automatic when booking in AggieTravel)
8. 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)
9. If needed there is a Lost Receipt Form\* on the Cluster 5 website (below) Note: Lost Receipt Form is not accepted for airfare or lodging expenses.
10. 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.

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

In addition, to avoid out-of-pocket travel expenses, flights should be booked through BDC in [AggieTravel](#). Non-Employees may contact your business processor for an AggieTravel ID number. **NOTE:** International flights booked outside of AggieTravel must be registered, with UC Away, found on your AggieTravel dashboard. Failure to register may cause disqualification of reimbursement.

- 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 and 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 Office with the following information on a Purchase Request Form\*:

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. Any non-travel related purchase that is over \$499 (including tax & shipping) will cause the need for a Confirming Order Justification, therefore these purchases must go through the Business Office. The Confirming Order Justification Form is sent to the CAO and the Dean's office for signature. If this error is repeated, the Dean's office may require you to complete a training before signing the form. Also note, reimbursement could be denied.
8. All service vendors (i.e. transcription, language translator, etc.) require a pre-arranged contract with UC/UCD. Several vendors are already established and only a purchase order would be needed prior to the start of services. Check with the Business Services Office before hiring any service contractor.

**D. 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. Be sure the receipt includes the form of payment (i.e. cash, gift card or Credit Card (must show last 4 digits of account number))
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. Note on Expense Form: *Mileage Log attached*. 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. (Be sure to include vehicle license number and check box indicating liability coverage)
4. Signatures at the bottom of the forms:
  - Traveler, you. Turn in signed (not typed) (Wet or Adobe Certified Digital Signature accepted)
  - P.I., Principle Investigator, approves use of Department funds. Turn in signed.
  - Account Manager approves use of account based on funds & related UC policies. Business Processor will obtain Account Manager Approval.
5. Once the report is ready, send/bring to the Business Services office located in 1309 Hart Hall. (Grad-students may give your report to your Graduate Group Program Coordinator)
  - ESP: Corina Lopez, [ESPbusiness@ucdavis.edu](mailto:ESPbusiness@ucdavis.edu), 530-752-3558
  - ARE: Susan Sloan, [AREbusiness@ucdavis.edu](mailto:AREbusiness@ucdavis.edu), 530-752-3980
  - HE: HDE, CRD, CCFS: Galina Del Carmen, [HEbusiness@ucdavis.edu](mailto:HEbusiness@ucdavis.edu), 530-752-8922
  - LDA: Cheryl Piety, [LDAbusiness@ucdavis.edu](mailto:LDAbusiness@ucdavis.edu), 530-752-8916
  - Cluster Five Graduate Groups/Students: Cheryl Piety, [CfiveGradBusiness@ucdavis.edu](mailto:CfiveGradBusiness@ucdavis.edu), 530-752-8916

The Business Services staff will be glad to answer any questions regarding your UC Davis business processing needs.  
Office hours: Monday-Friday, 8:00am-12:00pm & 1:00-5:00pm at 1309 Hart Hall