

October 1, 2018

University of California, Riverside
Campus Community

Re: Local Travel Policy on Ancillary Charges

Dear Campus Community,

The UC Travel policy, Business and Finance Bulletin G-28 (BFB G-28) allows campus chancellors to establish local policy on ancillary travel charges. In order to streamline the travel reimbursements, effective immediately, ancillary travel charges are eligible for reimbursement as follows:

900 University Avenue
Riverside, CA 92521
Tel 951-827-5201
Fax 951-827-3866
www.ucr.edu

Reimbursable with department approval as part of uniform and routine travel expenses. Receipts are required for charges in excess of \$75:

- Standard checked baggage fees up to 2 bags
- Carry-on baggage fees up to 2 bags
- Seat selection charges—cannot exceed \$30. Does not include seat upgrades.

Reimbursable with department head approval and a written explanation of the business purpose. Receipts are required for charges in excess of \$75:

- Non-standard check baggage fees
- Wi-Fi services
- Seat selection charges in excess of \$30. Does not include seat upgrades.

Reimbursable with Exceptional Organizational Unit Head (e.g. Dean, Vice Chancellor) Approval and a written justification of the business need. Receipts are required for these charges.

- Early Bird Check-in or priority boarding
- Seat Upgrade to Economy Plus/Extra Comfort within the economy class airfare or similar -- excludes Business or First Class airfares (see BFB G-28 for policy requirements on business or first class airfares)

Please direct questions regarding this local policy to travelfeedback@ucr.edu.

Sincerely,



Kim A. Wilcox
Chancellor

cc: Associate Vice Chancellor/Chief Compliance Officer
Associate Vice Chancellor, Business & Financial Services