

LHS TRAVEL REIMBURSEMENT CHECK LIST:

<p>1. Does the staff/student/vendor have a valid & active UC Employee/Student ID # or a valid UC Vendor #?</p>	<p style="text-align: center;">Yes No</p> <ul style="list-style-type: none"> • Not a Vendor?– Have the vendor complete the Vendor Set-up form (Active employees and students exempt) • Not an active Vendor?– Connect with the campus Vendoring Department to reactivate the vendor (<i>Confirm the address on file is still accurate</i>).
<p>2. Is the Travel Reimbursement form completed with a clear and thorough business purpose?</p>	<p style="text-align: center;">Yes No</p>
<p>3. Did the employee/student/vendor sign the Travel Reimbursement form?</p>	<p style="text-align: center;">Yes No</p>
<p>4. Did the PI/PD approve the Travel Reimbursement form?</p>	<p style="text-align: center;">Yes No</p>
<p>5. Did an LHS Authorizer sign the Travel Reimbursement form? Note: Florencia Ramos, Deputy Director, LHS & Amanda Poon, LHS Budget Officer are the delegated Authorizers for LHS.</p>	<p style="text-align: center;">Yes No</p>
<p>6. Has all the sensitive data been redacted:</p> <ul style="list-style-type: none"> • personal email & phone #'s • home address • credit card #'s (last 4 digits ok) 	<p style="text-align: center;">Yes No</p>
<p>7. Was a Travel or Vacation Package that bundles airfare, hotel, car rental and/or other trip expenses purchased?</p> <p>Note: This is not allowed unless the traveler can confirm beforehand that an itemized receipt for each type of expense will be provided.</p>	<p style="text-align: center;">Yes No</p> <p>If yes, attach a copy of the itemized receipts showing zero balances due</p>
<p>8. Was airfare booked and paid for by LHS via ConnexUC?</p>	<p style="text-align: center;">Yes No</p> <p>If yes, attach a copy of pre-approval and the Direct Bill ID.</p>
<p>9. Was airfare booked and paid for by the traveler via ConnexUC?</p> <p>Note: Itinerary must show date and time of travel and proof of payment (e.g. last four digits of credit card number.)</p>	<p style="text-align: center;">Yes No</p> <p>If yes, attach a copy of pre-approval and the Direct Bill ID</p>
<p>10. Were flight changes necessary for the trip?</p>	<p style="text-align: center;">Yes No</p> <p>If yes, attach a copy of original flight itinerary and memo of explanation.</p>
<p>11. Was personal time taken?</p> <p>Note: See Travel Policy regarding Business and Personal Travel Combined to see if airfare can be booked via ConnexUC.</p>	<p style="text-align: center;">Yes No</p> <p>If yes, attach a comparable airfare quote and attach a memo of explanation. NOTE: A comparable airfare quote should be obtained the same time that traveler flight is booked.</p>
<p>12. Did the traveler provide proof of travel insurance for out-of-state & foreign travel?</p> <p>Note: Coverage is free, but pre-registration is required. Travel within California does not need to be registered. Travel insurance is automatic if booked via Connexus agencies, BCD Travel, UC Travel Center or Short's Travel; however, not when booked thru Southwest SWABIZ or directly with an airline.</p>	<p style="text-align: center;">Yes No</p> <p>If no, please attach a memo of explanation.</p>
<p>13. In lieu of flying, did the traveler choose to drive their personal car?</p> <p>Note: Transportation expenses will generally be reimbursed based on the most economical and commonly used mode of conveyance taking the most direct route, unless otherwise justified.</p>	<p style="text-align: center;">Yes No</p> <p>If yes, attach a comparable airfare quote.</p>

14. Did the traveler use the incorrect Travel/ Mileage Form (Note: Every January the IRS advises on the new mileage rate for business related travel and mileage forms are adjusted accordingly.)	Yes	No	If yes, modify the reimbursement using the correct mileage rate.
15. Does the have current traveler proof of Car Insurance and Request to Use Automobile For University Business Form on file? 2024 Update: Disregard, this is no longer a UC Requirement	Yes	No	
16. Did the traveler rent a larger than Intermediate size car? Note: UC allows up to an intermediate size car model, unless a no-cost upgrade is provided.	Yes	No	If yes, attach a business pre-approval justification.
17. Did the traveler decline the additional car insurance (CDW, LDW & SLI)? Note: Travelers are expected to use rental agencies with which the University has system-wide contracts that include insurance coverage. Rental via Connexus ensures that reservations are on a UC negotiated contract and automatically covered by UC's rental car insurance. <i>Exceptions to this rule: Full collision coverage for rental cars used in AK, HI, or US Territories and foreign countries is allowable. It is recommended that employees purchase supplemental insurance when car rental is necessary outside of the US.</i>	Yes	No	If no, attach a memo justification.
18. Does the car rental receipt show a zero balance?	Yes	No	
19. Did the traveler drive other colleagues in his/her personal car or rental car?	Yes	No	If yes, list name of colleagues to cross reference on TRVs.
20. Did the traveler share lodging with a colleague? (Note: Daily limit for lodging is \$333/night excluding taxes and fees)	Yes	No	If yes, list name of colleague to cross reference on TRVs.
21. Does the itemized lodging receipt show a zero balance?	Yes	No	
22. Did the traveler pay for a Conference Registration? Note: Proof of payment is required (i.e. Credit card statement or canceled check)	Yes	No	If yes, please attach a conference receipt showing proof of payment.
23. Did the traveler exceed the daily meal/incidentals (M&IE) allowance of \$92 for travel within the continental US? Note: Meals will not be reimbursed for travel less than 24 hours, unless there was a business need for an overnight stay.	Yes	No	If yes, make necessary adjustments to the reimbursement request.
24. Are receipts missing? Note: Receipts are required for expenses \geq \$25. Credit card statements or cancelled checks should not be submitted in lieu of receipts, but may be submitted as additional back-up to show proof of payment. Show US currency conversion rates for foreign travel receipts.	Yes	No	If yes, complete the Certificate for Lost/Missing receipts form.
25. Did the traveler deduct items from their receipts? If so, did they deduct any applicable sales tax?	Yes	No	If no, make the necessary adjustments and modify reimbursement amount.
26. Did the traveler charge alcohol? Is it allowable on the funding source listed?	Yes	No	
27. Are there special circumstances for this trip?	Yes	No	If yes, attach a memo of explanation.
28. Is part of the travel being reimbursed by another source? Note: A travel itinerary should always be attached to the Travel Reimbursement form, regardless of who paid for the airfare.	Yes	No	If yes, make a notation on the LHS Travel Reimbursement Form.
29. Is this a late submission for reimbursement? Note: Reimbursement request must be submitted within 45 days of trip. Late submissions may result in tax implications for traveler.	Yes	No	If yes, attach a signed memo of explanation.