

Travel Options and How to

Below are payments options and descriptions. For each scenario, you MUST receive approval from UROC prior to any purchase and MUST submit a UROC Reimbursement within 30 days of travel.

Late reimbursement submissions are subject to rejection, even if pre-approved with a UROC Travel Request Form. Refer to the key for labels.



Lodging

The conference will cover all lodging for the duration of the conference.

Group Travel Only (2+ Scholars)

- (1)** Submit UROC Travel Request Form with preferred hotel and estimated cost
- (2)** Communicate with UROC Office to check if hotel was purchased
- (3)** Attend conference
- (4)** Obtain copy of itemized receipt from hotel at check-out with a zero balance and submit to UROC as soon as possible

(1) Check that the hotel amount matches the estimated amount granted on the approved UROC Travel Request Form.

- (2)** Scholar pays for hotel with personal funds (with UROC Permission)
- (3)** Attend Conference
- (4)** Obtain copy of itemized receipt from hotel at check-out with a zero balance.
- (5)** Submit receipt and UROC Reimbursement Form within 30 days of travel

(1) UROC cannot reimburse scholars without the itemized hotel receipt received at check-out.
(2) UROC cannot reimburse over the lodging amount pre-approved on the UROC Travel Request Form.



Transportation Options

The conference will cover ALL travel. This is to be arranged by scholar and the conference - if in need of assistance please schedule a meeting with the UROC staff.



Air Travel:

- (1)** Provide three preferred flights and the reason you chose that time and departure airport. (Class conflicts, closer to home, etc.)

Note: *Your full legal name, permanent address, and DOB must match your ID for any travel*



Driving Options: Specify if you need to rent a university vehicle or will need to be reimbursed for mileage.

Rent University Vehicle: *To rent a vehicle, you must have a valid CA driver's license*

- (1)** Request for a university fleet vehicle on the UROC Travel Request Form
- (2)** Submit DMV Pull Notice Form to TAPS. Can be found on <http://taps.ucmerced.edu/fleet>



Mileage Reimbursement:

- (1)** Submit the UROC Travel Request Form. Attach copy of directions between destinations with mileage clearly stated.
- (2)** Submit UROC Reimbursement Form within 30 days after conference.



Ground Transit (Amtrak, BART, ...)

- (1)** When submitting your UROC Travel Request Form, attach three preferred trains and the reason you chose that time and departure station. (Class conflicts, closer to home, etc.)

Note: *Your full legal name, permanent address, and DOB must match your ID for any travel*



Meals

The conference will cover ALL meals. (Breakfast, lunch and dinner)



- (1)** Submit UROC Travel Request Form
- (2)** Confirm with UROC which meals and amount per meal UROC can reimburse
- (3)** Attend Conference and save all itemized meal receipts (bank statements unacceptable)
- (4)** Submit UROC Reimbursement Form within 30 days of travel



- (1)** UROC cannot reimburse scholars without the itemized meal receipts. (Bank statements unacceptable)
- (2)** You cannot be reimbursed for someone else's food or alcohol - even if it is another UROC scholar. *Scholars need to submit separate UROC Reimbursement Forms and receipts.*
- (3)** UROC can only reimburse the meal amount pre-approved on the UROC Travel Request Form.

If travel expenses can be covered by the conference, then UROC will not approve the travel request.



If Covered by Conference



If Pre-Paid by UC Merced



If Paid with Personal funds WITH Reimbursement



Non-Reimbursable because...