

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...