

The SSOE Purchasing & Reimbursements Dept is happy to have you back on campus.

Now that on campus activities and travel are increasing, here are a few friendly reimbursement reminders.

1. Travel receipts over \$75 showing payee, date and proof of payment are required, no exception.
2. Domestic travel (CONUS, less than 30 days) does not allow a per diem amount– actual meal amounts are reimbursable via the Meal log (\$62 daily max). [More info](#), page 23
3. Car Rental companies with UC contracts include CDW, LDW, and SLI insurance and should be used for business travel: Enterprise, National, Hertz, Dollar and Thrifty. Additional rental car insurance purchased for CONUS travel will not be reimbursed (CDW, LDW, and SLI). [More info](#)- page 19
4. Travel Insurance purchased privately for business travel is not reimbursable.

DID YOU KNOW?

Did you know that travelers aren't supposed to pay any expenses for other travelers except for shared hotel rooms? Every traveler needs to pay their own expenses (such as airfare, registration, meals, etc.) to be reimbursed.

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Price comparisons are needed if it appears that a more expensive mode was used. [More info](#), page 12

Perks and Rewards of [Connexus](#) travel

PERKS & REWARDS

AIRLINES*	CAR RENTALS*	LODGING*	RAIL*
<ul style="list-style-type: none">• Average discounts of 5% to 20%• Includes international and domestic routes• Preferred boarding or premier access	<ul style="list-style-type: none">• Average discounts of 17%• Competitively priced intermediate sized cars• Free car class upgrades	<ul style="list-style-type: none">• Average discounts of up to 20%• Early room check-in• Late room check-out (4pm)	<ul style="list-style-type: none">• Discounts of 15%• Valid on following routes: Pacific Surfliner, San Joaquin and Capitol Corridor

*Rewards may vary with participating travel partners

QUESTIONS BEFORE YOU TRAVEL?

Check HSSoE Travel Tips [here](#) or contact HSSoE Reimbursements Dept BEFORE traveling at soepurchasing@uci.edu