

## TRAVEL FAQs - Seminars

### How many travel days/accommodations are allowed?

- 1 to 2 nights for domestic travelers and 2 to 3 nights for international
- Personal travel (deviation from business) should be explained. We are unable to reimburse costs associated with personal travel. Please contact us if you have this situation.

### What class airfare can I book?

- Economy
- Business is generally not allowable. Please contact Economics staff if there are special considerations, such as medical.
- You may upgrade at your own cost; e.g. extra legroom, early check-in, blankets, etc. are non-reimbursable.

### Is ground transportation reimbursable?

Yes. Reasonable ground transportation is eligible for reimbursement with itemized receipts and proofs of payments. Private limousine services are generally not reimbursable.

### What size rental car am I allowed to book?

- Economy or compact
- Additional insurance is not reimbursable

Please contact seminar coordinator regarding UC Berkeley-contracted car rental agencies. These agencies provide insurance under the University agreement.

### Can I drive instead of fly?

Yes. If surface transportation is used instead of flying, reimbursement is based on the lesser of either the actual expenses, or the lowest airfare using the most direct route. For further details, please check with the seminar coordinator prior to making your travel plans.

### Do I need all itemized receipts to be reimbursed?

Yes, keep all itemized receipts and these receipts showing the proof of payment. Credit card receipts are generally not itemized and therefore not acceptable as receipts (can be provided as proof of payment but not in lieu of actual receipt).

## After Travel:

### What documents/information is needed to get reimbursed?

- Itemized receipts for all expenditures, preferably originals;
- Full air itinerary (even if paid by another source). If personal travel is included, please inform the seminar coordinator
- **Note:** credit card statements are not accepted as receipts, only as proofs of payment;
- Explanation for all deviations (personal, informal meetings, cancellations or changes) from standard business travel;
- If you are not a US citizen or permanent resident, additional documentation is required, please check with the seminar coordinator.

**Do I have to sign the travel reimbursement document?**

Yes, please complete the travel form provided and sign prior to sending to your seminar coordinator

**Note:** please sign and return in a timely manner to facilitate timely reimbursement. Reimbursements are often held up due to documents that are missing or remain incomplete.