Transportation:

Transportation expenses should be incurred based on the most economic mode of transportation and the most commonly traveled route consistent with the business purpose of the trip. Common transportation expenses are car rental, personal car mileage, bridge and road tolls, taxi, and public transportation.

Car Rental

The University has preferred agreements with three rental car agencies for travelers on University business. Cars may be booked through the UC Travel Center, online, or directly with rental agency. Car rentals are restricted to economy class vehicles. Any additional insurance purchased is not reimbursable and will be at the cost of the traveler.

Personal Car

Privately-owned vehicles are allowed to be used for official university business. Travelers may claim mileage for travel actually incurred either en route to and from the travel destination. Travelers may also claim mileage to and from a common carrier terminal (this does not include mileage between home and the University.)

Other Transportation Costs

Examples of other transportation costs include: parking, tolls, bus, taxi, subway, shuttle, rail, Uber. Please keep original receipts for reimbursement after the trip is completed.