

Please read the following ALL THE WAY THROUGH as the information represents a significant change in how mileage and ground transportation reimbursements are calculated for UCOP travelers.

March 6, 2014

Dear UCOP Travelers—

This week the BRC received the following clarifications from AVP and Systemwide Controller Arrivas’ office regarding mileage, ground transportation and bridge toll reimbursements.

- UC does not pay commute costs. Only incremental, work-related transportation expenses are reimbursable.
- **Business travel during the work week** (*regardless of time of day or night*): UC reimburses mileage in excess of normal commute expenses. See the following examples:

Examples of business travel during the work week	What is reimbursable?
<p>Example 1</p> <p>UCOP to Berkeley: 6 miles Berkeley to UCOP: 6 miles Principal office is at UCOP</p>	<p>$6 + 6 = 12$ miles</p> <p>There are no commute costs to be considered as travel begins and ends at UCOP.</p>
<p>Example 2</p> <p>UCOP to Berkeley: 6 miles Berkeley to home in El Cerrito: 7.5 miles Normal commute miles from El Cerrito to UCOP: 11 miles one way</p>	<p>$6 + 7.5 - 11 = 2.5$ miles</p> <p>Deduct the return-home portion of the normal business commute.</p>
<p>Example 3</p> <p>Home in Pleasant Hill to Davis: 54 miles Davis to home in Pleasant Hill: 54 miles Normal commute: 40 miles round trip Principal office is at UCOP</p>	<p>$54 + 54 - 40 = 68$ miles + Benicia-Martinez Bridge toll</p> <p>Deduct the normal business commute. Include the bridge toll as this is not a normal commute expense.</p> <p>If the traveler normally takes BART to work, deduct the round trip BART fare and other commute costs (BART parking + mileage to BART station) instead of normal commute miles.</p>
<p>Example 4</p> <p>Home in Elk Grove to Sacramento: 16 miles Sacramento to Davis: 15 miles Davis to UCOP: 67 miles UCOP to home in Elk Grove: 95 miles Normal commute: 190 miles round trip Principal office is at UCOP</p>	<p>$16 + 15 + 67 + 95 - 190 = 3$ miles</p> <p>Deduct the normal business commute and do not include return home bridge tolls.</p>

Examples of business travel during the work week	What is reimbursable?
<p>Example 5</p> <p>Home office in Pleasanton to UCOP: 29 miles UCOP to home office in Pleasanton: 29 miles Principal office is at home in Pleasanton</p>	<p>$29 + 29 = 58$ miles</p> <p>This is reimbursable because the primary work location is in Pleasanton and travel to UCOP is not part of normal commute.</p>
<p>Example 6</p> <p>Home office in Irvine to meeting site in Riverside: 37 miles Meeting site in Riverside to home office in Irvine: 37 miles Principal office is at home in Irvine and offsite meetings are infrequent</p>	<p>$37 + 37 = 74$ miles</p> <p>There are no normal commute costs to consider.</p>
<p>Example 7</p> <p>Home office in Novato to field visit in Napa: 30 miles Napa to field visit in Sonoma: 14 miles Sonoma to field visit in Petaluma: 15 miles Petaluma to home office in Novato: 13 miles Principal office is at home, but traveler is regularly required to make field visits.</p>	<p>$30 + 14 + 15 + 13 - 30 - 13 = 29$ miles</p> <p>The commute portion is determined by the first and last site visit for the day.</p>

- **Business travel on weekends or UC holidays:** Report mileage from home to the destination (e.g., airport, train station, meeting site other than your work location).
- Mileage calculation should be based on the most direct route.
- The same reimbursement concept applies to public transportation reimbursements.
- Bridge tolls associated with the commute portion of mileage will *not* be reimbursed. For example, if you live in San Francisco, your work location is in Oakland, and you have a day trip to Sacramento, you may be reimbursed for the Carquinez Bridge toll, but not the Bay Bridge toll.

We are using these guidelines for all reimbursement requests effective immediately; travel reports currently in the queue will be adjusted accordingly.

Please do not hesitate to let the BRC Travel and Entertainment team know if you have any questions.

BRC T&E Team
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