**CBC Travel Receipt Requirements for Expenses <= $75**

**Approved/Effective: January 1, 2025**

**Summary:**

In accordance with UC San Diego policy, the CBC department will waive the need for receipts for certain travel expenses <= $75 per the details below, effective January 1, 2025.

While this conforms to UC San Diego policy, your specific grant/sponsored research funding may have different requirements and it is the PI responsibility to verify the receipt requirement policy - please check with your Fund Manager if you have questions about this.

This policy applies to UC San Diego faculty/academics/students/staff. This policy does not apply to non-UC San Diego employees/students. Visitors will still be required to submit all receipts.

**CBC Travel Receipt Requirement Details for Expenses <= $75**

(Wording in black text comes directly from UC San Diego “Travel Receipts” policy - link below)

1. Ground transportation
   1. Ground transportation and associated parking costs <= $75
2. Meals:
   1. Short-term domestic travel: Travelers are to track actual expenses for [meals and incidentals](https://blink.ucsd.edu/travel/concur-travel/meals-lodging/index.html) (M&IE) via a daily log. If it appears that a traveler is routinely claiming the maximum amount throughout the duration of their trip, receipts *may* be required.

CBC Notes:

The current daily maximum is $79/day

A daily log must be provided to your faculty assistant/administrator as this needs to be included on the Concur reimbursement submission form.

* 1. Travel outside the U.S. or lasting 30 days or more: [Per diem](https://blink.ucsd.edu/travel/concur-travel/meals-lodging/perdiem-travel.html) applies and receipts are not required for meals and lodging.
  2. Travel to Alaska, Hawaii, U.S. possessions or a foreign destination lasting 29 days or less: If actual costs exceed per diem due to [special circumstances](https://blink.ucsd.edu/travel/concur-travel/receipts.html) receipts are required to claim the actual expenses.
  3. UC Travel Policy specifies that for travel in excess of 24 hours within the continental US (CONUS), travelers should be required to submit meal receipts if it appears that they are treating the max amount of $79 as per diem by routinely claiming the full M&IE amount.

**For more information**

The complete UC San Diego policy may be found here: [Travel Receipts: Reimbursement Requirements](https://blink.ucsd.edu/travel/concur-travel/receipts.html).

**Background**

In order to streamline the process for travel reimbursements the department will adopt the UC San Diego travel receipt policy.