

University policy requires that the recipient submit the request for reimbursement, together with required receipts, to the appropriate departmental staff within 45 days of the date of the activity or the award.

How reimbursement and transfer of funds work for the Professional Development Fund Awards:

The awardee is responsible for familiarizing themselves with the [G-28 Travel Regulations](#) and contacting their departmental administrative manager for detailed instructions on the award allocation process since each department may do it differently.

Important policies to keep in mind:

1. The maximum M&IE rate for the Fiscal Year 2024-2025 is \$79.00 and is based on actuals available for all UC locations as published by the [US General Services Administration](#) for Fiscal 2024-2025.
2. Lodging expense reimbursements are actual up to \$333 per night before taxes and mandatory hotel fees and must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel.
3. Expenses for alcoholic beverages will not be reimbursed;
4. Expenses related to stays beyond what is 'reasonable and customary' will not be reimbursed; and durable items purchased with University funds require additional documentation prior to reimbursement and remain the property of the University.
5. Reimbursement is based on actual expenses, up to the amount of the award, not necessarily the awarded amount.

Important Steps:

1. Complete the project.
2. Submit your receipts and expenses through Concur to your department's Financial Transactor.
3. After approval, your department will reimburse you for your expenses.
4. Your Financial Transactor will send a Concur summary report with all your expenses and the Department Chart of Accounts (COA) to APO.
5. APO checks that the charges are correct according to the policy.
6. APO then passes on your expense details to ASSET.
7. ASSET moves the funds into your department's account.