

September 28, 2023

TO: CHEMISTRY DEPARTMENT FACULTY AND STAFF

FROM: ALAN F. HEYDUK, CHAIR

RE: TRAVEL REIMBURSEMENT MEMO

Chemistry travel reimbursements should be submitted [here](#). The following highlights some of the policies that the University has in place for travel reimbursements:

Airfare: Book only coach or economy-class tickets. Business, first-class or other higher-cost options (extra leg space, exit row seat, Plus seating, Premium Economy) are typically ineligible for reimbursement except under specific circumstances that require exceptional approval, see [further information here](#).

The [Fly America Act](#) is federal regulation that requires the use of U.S. carriers for travel that will be reimbursed from federal grants and contracts.

Mileage: The University will reimburse mileage for a person's entire trip if driving is the most economical mode of transportation (i.e. if one is attending a conference in Los Angeles) or when the business purpose for the trip requires one to drive (i.e. research materials cannot be taken on an airplane).

Furthermore, the University will reimbursement mileage to and from the airport by the following manner:

- One round trip to the airport if airport parking fees will be claimed
- Two round trips to the airport when no parking fees are claimed

Travel to States with Discriminatory Laws: [Assembly Bill No. 1887](#) prohibits California from approving a request for state-funded or state-sponsored travel to states with discriminatory laws. The following states are currently subject to California's ban on state-funded and state-sponsored travel: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas.

AB 1887 does not apply to state travel when individuals are required to participate in meetings or training required by a grant or required to maintain grant funding; and to complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.

Please contact Jessica Liu (peijessl@uci.edu) with any questions or concerns about travel reimbursements and policies.

Thank you for your understanding and cooperation on this matter.



Alan F. Heyduk
Professor and Chair of Chemistry

