



## AIRFARE

- Only use coach and economy class airfare.
- Business, first-class or other higher-cost services are not reimbursable. If you choose to purchase a higher-class seat, you should document the price for coach-class and will be expected to pay for the difference or upgrade using personal funds.
- “Package deals” or trip-insurance fees are not reimbursable.

### RECEIPT REQUIREMENT

Airline receipt showing itinerary, last four digits of credit card payment and class of fare.



## GROUND

- Taxi, shuttles, public transportation, ride shares (e.g., Uber, Lyft) are reimbursable.
- Luxury ride shares such as Uber Black and Lyft Lux are not reimbursable.
- Limousine or town car rentals are not reimbursable.
- Train: Use coach and economy class train fare. Business, first-class or other higher-cost services are not reimbursable. If you choose to purchase a higher-class fare, you should document the price for coach-class and will be expected to pay for the difference or upgrade using personal funds.

### RECEIPT REQUIREMENT

Itemized receipt and last four digits of credit card payment.

Train itinerary receipt showing payment and fare class.



## MILEAGE

- Personal vehicle: [Reimbursement mileage rate](#) covers the overall cost.

### RECEIPT REQUIREMENT

Address of starting point and address of destination



## HOTEL

- Reimbursement for hotel stays require travel at least 50 miles from home.
- One-day training: The Fellowship reimburses for one night, the night before the training day.
- Two-day training: The Fellowship reimburses for two nights, the night before the first day of training and the night of the first day of the training.

### RECEIPT REQUIREMENT

Itemized hotel folio with method of payment and zero balance.



## ADDITIONAL TRAVEL TIPS & INFORMATION

- Search early to find the best airfare rates.
- Book hotel rooms within the hotel room block and by the booking deadline.
- Submit reimbursement form and receipts within 30 days after the event.
- Meals are not reimbursable.
- Please reach out to [championprovider@ucsf.edu](mailto:championprovider@ucsf.edu) if you have questions.