



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 TRANSPORTATION

- 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 seat, 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 Nancy (championprovider@ucsf.edu) if you have questions.