

## FAS Travel Expense Reimbursement for Multi-Site Campus Guidelines

UCSF is a multi-site campus with locations throughout the metropolitan city of San Francisco as well as other locations in the Bay Area. Travel between sites has become a necessary function and should be recognized as normal routine business. Each location may have limited vehicle parking for the workforce to attend functions or meetings. A robust shuttle system serves the UCSF community to travel to and from most sites, providing mobility, reducing congestion, and supporting carbon neutrality efforts.

Consistent with the principle in the Campus Parking Policy (200-17), the “use of UCSF’s free shuttle system is strongly encouraged when the need to travel between UCSF worksites is necessary. The UCSF shuttle system provides convenient and frequent service to nearly all UCSF locations and is considered a safe, efficient, and environmentally friendly transportation option. Note that university liability insurance does not extend to cover employees / volunteers using their personal vehicles for travel between UCSF sites.”

### Guiding Principles:

FAS employees will not receive reimbursement for travel expenses between UCSF sites with shuttle service, including parking expenses, mileage incurred with use of personal vehicles, and use of transport services (i.e. taxis, Uber, or Lyft etc.).

Mileage and other related travel expense incurred for travel to/from Oakland (UCOP, Benioff Children’s Hospital Oakland, etc.) and to/from UCSF locations outside of San Francisco (Fresno, etc.) are reimbursable.

### Circumstances that may warrant reimbursement:

- a) Transportation of heavy, bulky and/or perishable university-related material to a UCSF location that is not the employee’s primary worksite;
- b) Attendance at a university business meeting / event held at a UCSF location that is not the employee’s primary worksite and that meeting / event occurs during non-university business hours (nights/weekends/holidays) or is held before/after or extends beyond the employee’s normal work hours;
- c) Attendance at a university business meeting / event held at a UCSF location that is not the employee’s primary worksite and the location requires travel time over an hour and use of two or more UCSF shuttles;
- d) Attendance at a university business meeting in a location not serviced by the UCSF shuttle system.

### Related Policies and Guidelines for Travel Expense Reimbursement

- [University of California Policy G-28 Travel Regulations](#)
- [Campus Administrative Policy 200-17 Parking](#)
- [Guidelines for Personal Automobile Use](#)