



Dear colleagues,

As previously communicated with deans, divisional heads, and business offices, this is a reminder that we are simplifying the reimbursement process to ensure consistency with [UC G-28 Travel Regulations](#) and [BUS 79 Expenditures for Business Meetings, Entertainment, and Other Occasions](#). Starting March 17, 2025, receipts will no longer be required for specific purchases under \$75, including meals and taxi/rideshare fares.

**Key Reminders:**

- **Receipts are required for airfare, lodging, and rental cars, regardless of cost.**
- The "No receipts required under \$75" policy **applies only to Travel & Entertainment.**
  - Move & Relocations and Disbursement Vouchers (DVs) still require receipts for all reimbursements.
- **No receipts required** for purchases under \$75, including:
  - Meals, local transportation (taxi, rideshare, public transit), miscellaneous expenses, and gifts under \$25.

For more details, refer to the [Travel Accounting Reference Guide](#).

If you have any questions or need support, please don't hesitate to contact [travel-accounting@uci.edu](mailto:travel-accounting@uci.edu). Thank you for your help in streamlining this process and reducing administrative overhead.

Sincerely,

**Mary Lou D. Ortiz**

Chief Financial Officer

Vice Chancellor, Finance & Administration