Travel Management at UDC: Guidelines and Procedures

Scope

This document includes information that can help you know the rules and criteria that apply to the costs related to your travels during work: daily allowances, cost compensation, travel and accommodation costs, both within Spain and in other countries.

The content is based on the questions that are received at UDC; please if your question is unanswered in this document do not hesitate to contact.

It includes 10 sections, structured as follows:

Contents

The acceptable costs in terms of accommodation, daily allowance and km compensation are limited by the **Royal Decree 462/2002**. Additionally, the UDC has developed a body or rules and instructions that regulate the procedures and good practices to be applied by all UDC staff.

1. What expenses may be covered?

Means of transport

1. The means of transport must be the most efficient and fastest available.
2. The use of public transportation will be prioritized.
3. Expenses will be reimbursed according to the means of transport used:
    - Train or boat: tourist class ticket, sleeper car, or cabin.
    - High-speed train (AVE) or airplane: tourist class.
    - Bus: regular line ticket.
    - In the case of non-refundable tickets, they will only be covered if the cancellation was due to a justified force majeure (e.g., illness, date change, etc.).
4. If vehicles owned by UDC or another public entity are used, only fuel expenses with an invoice will be reimbursed.
5. In urgent cases or for representation purposes, a higher class of transport may be authorized.
6. Travel by private car within the same municipality will not be reimbursed, except in authorized cases.
7. Use of private vehicle

Authorization may be granted when:

- The commission starts and ends on the same day.
- It involves travel to different localities.

- It is faster or there is no available public transport.

Compensation will be:

- 0,26 €/km for cars.
- 0,106 €/km for motorcycles.

Only one reimbursement per vehicle will be paid, regardless of the number of passengers. Toll tickets must be attached; alternative routes will not be reimbursed without justification. Distance will be calculated using Google Maps (between towns, not specific addresses).

The use of rental vehicles is only authorized if strictly necessary and must be arranged by the University itself. Rental and fuel costs will be reimbursed with original invoices.

Taxis will be reimbursed for transfers to stations or airports, or within the destination if no suitable public transport is available.

Other Authorized Transportation Expenses

The following expenses may be reimbursed upon presentation of the original receipts:

- Hotel, public, or station/airport parking.
- Highway tolls.
- Car transport by boat, if previously authorized.

Parking at airports:

- Parking at Alvedro, Santiago, Vigo, and Porto airports is allowed when it is more economical or necessary due to limited public transportation options.

Accommodation

As mentioned, the acceptable cost of accommodation is limited by regulation (RD 462/2002). Accommodation expenses exceeding official limits will only be accepted in exceptional cases recognized by national regulations, such as:

- When the hotel is imposed by the event organizers.

- When no hotels are available within the maximum allowed price.
- When there are safety concerns.
- Due to proximity to the workplace or meeting venue.

In these cases, UDC may authorize higher expenses only if they are justified in advance and approved by the competent authority.

2. Does the University handle transportation and accommodation bookings, or should I do it myself?

Most commonly, the person interested in making the trip (once the trip has been approved) contacts a travel agency or the event/conference/course organizers to request an **invoice issued in the name of the University**. Subsequently, it is usually **the person responsible for the project or funding, or the financial unit**, who handles the travel expense procedures in advance (budget, forms, etc.), so that payments are made directly in accordance with UDC's minor procurement regulations, without the need to reimburse the traveler afterward.

If the trip is funded with earmarked funds, the maximum amount will be that established for Group 2 in the national regulations on compensation for service-related travel. Only in exceptional and justified cases may the commissioned person manage their own travel arrangements

3. Do I have to use a specific provider or agency?

No, you can use any provider or agency of your choice. The provider or agency must comply with the regulations and adapt to the UDC requirements.

4. Do I have to pay in advance and then request reimbursement, or is it paid directly by the University?

- **Registrations, travel to the destination, and accommodation:** It is common practice to request an invoice issued in the name of the University, which will be managed and processed by the person responsible for the project or the financial unit, so that the commissioned person does not have to pay in advance.

- **Meals and travel by private vehicle:** The commissioned person pays the expenses in advance and is later reimbursed. However, if the amount to be paid exceeds €100.00, an advance may be requested.

5. How are advances arranged in case cash is needed before the trip?

a) An advance may be requested regardless of the duration of the service commission, provided that the estimated amount of travel and daily allowance expenses exceeds €100.

b) If the service commission takes place abroad and lasts more than one month and less than three, the amount corresponding to travel and daily allowance expenses for the first month will be advanced.

At the beginning of a new month, the corresponding allowances will be advanced upon request by the interested person.

In the return month, the amount for travel and the corresponding allowances will be advanced.

Exceptionally, the total estimated amount for the entire service commission may be advanced, subject to a justified request addressed to Management and approved by the commissioned person's hierarchical superior.

c) The commissioned person must submit the service order for the advance request, duly completed and authorized, to the corresponding financial unit (responsible person or economic affairs office of their center), in order to collect the estimated amount for allowances and, separately, for travel expenses. The total amount requested for both items will be calculated.

d) To make the advance effective, the center must have available treasury funds. In case of insufficient funds, the center’s financial officer must justify the need for a prior provision and request a new financial allocation.

The processing of replenishments in the center's Petty Cash Advance (ACF) account will be carried out within five working days from receipt of the request, unless it is not possible due to lack of availability or the priority of other expenses.

In such cases, Management will establish the payment priority order.

e) The commissioned person who has received an advance must submit an expense report within a maximum of ten working days from the end of the service commission.

f) Once the expenses are justified, and depending on the result of the settlement, the commissioned person will either return the corresponding part of the advance received or, if applicable, receive the outstanding amount when actual expenses exceed the initial estimate.

g) No new advance may be granted to a commissioned person who has not yet submitted the expense report for a previous advance, duly justified.

Once the commission or the activities for which the advance was granted have ended, the beneficiary must submit the supporting documentation for the expenses and return any surplus or submit the settlement for the outstanding difference within a maximum of ten working days, unless a justified reason is provided.

6. How is the reimbursement of expenses processed and what do I need to submit?

The following documentation must be sent to the person responsible for the project/financial unit of the center:

- Receipts or tickets

That include the necessary tax information to identify the recipient (name or company name, national ID or tax identification number, and address).

- Original or scanned tickets or boarding passes

For plane, train, bus, or boat travel, indicating the itinerary, dates, and departure/return times.

If the ticket is electronic or purchased online, a printed itinerary showing the price must be included.

In case of lost originals, a certificate from the transport company must be provided, indicating the ticket price and travel date.

- **Toll receipts.**

  Paid on highways (showing the actual amount paid, including any VIAT discounts)

- **Parking receipts or invoices.**
- **Taxi receipts or invoices, indicating the route taken.**
- **Public transport ticket**

  Used for travel within cities, showing the price (or an annex with published fare information).

- **Invoice for special means of transport used**

  When authorized by the commission.

- **Proof of extraordinary travel expenses abroad**

  Such as vaccinations, visas, and other requirements for entering the destination country.

When the above-mentioned invoices, tickets, or receipts are in a foreign currency, one of the following proofs of currency exchange to euros must be attached:

a) A copy of the exchange rate set by the Bank of Spain on the date the expense report is submitted, or a printout of the currency exchange query from a Spanish financial institution's website.

b) A copy of the bank statement showing the charge and the exchange rate applied.

In the case of attendance at conferences, seminars, or courses, additional documentation proving attendance must be provided, issued by the event organizers.

7. Are there daily limits for each type of expense?

Yes, as of today, the limits are established in Royal Decree 462/2002 of May 24, regarding service-related allowances. The amounts can be consulted in Annexes II and III of the aforementioned Royal Decree.: https://www.boe.es/buscar/act.php?id=BOE-A-2002-10337

Regarding the assignment of groups corresponding to each person, this document establishes the classification of personnel in accordance with current regulations, determining the groups to which they belong and the allowances applicable to them for official duties in Annex I. In summary:

- **Group 1:** Senior officials and equivalent positions, such as general officers, Supreme Court judges, ambassadors, university rectors, deputy directors general, and their deputies.
- **Group 2:** Military personnel of the Armed Forces, Civil Guard, and National Police in groups A and B, judicial and prosecutorial bodies, technical specialists, and State officials in groups A and B, or equivalent. **As a general rule at the University of A Coruña, research and contracted staff are assigned to this group.**
- **Group 3:** Military personnel and security forces in groups C and D, officers, assistants, and agents, personnel of the Administration of Justice, and State officials in groups C, D, and E, or equivalent

8. Do I have to submit reports or proof of attendance upon return?

Yes, proof of attendance at the event, accreditation, course certificate, etc

9. Are daily allowances for meals included, or do I have to justify each individual meal?

No, the amount established in Royal Decree 462/2002 of May 24, on service-related allowances, will be paid directly, in accordance with Article 12:

One-day or shorter assignments

- No accommodation or meal expenses are paid, unless the assignment lasts at least 5 hours, starts before 2:00 p.m., and ends after 4:00 p.m.: in that case, 50% of the daily meal allowance is paid.

- Flight personnel serving senior officials may also receive one day of accommodation expenses.

Assignments up to 24 hours but covering two calendar days

- One day of accommodation expenses may be paid.
- Meal expenses are applied according to the rules for the day of departure and return.

Assignments longer than 24 hours

Departure day:

- Accommodation expenses may be paid, but not meals, unless:
    - Starts before 2:00 p.m. → 100% of meal allowance.
    - Starts between 2:00 p.m. and 10:00 p.m. → 50% of meal allowance.

Return day:

- No accommodation or meal expenses are paid, unless the assignment ends after 2:00 p.m., in which case 50% of the meal allowance is paid.

Intermediate days:

- **100 %** of the daily allowances are paid.

Excepcional cases

- If the assignment ends after 10:00 p.m. and this requires dining away from the usual residence, an additional 50% of the meal allowance will be paid, upon presentation of an invoice or receipt and inclusion in the assignment order.

Assignments abroad

- Allowances accrue from the moment the border is crossed or the last national port/airport is left, until return.
- If the return requires continued travel within national territory, accommodation and meal expenses will be reimbursed as appropriate.

- If overnight stays occur in another country, the allowance will be adjusted to the maximum applicable to that country.
- During travel through national territory, national allowances apply, but foreign meal percentages may be applied if justified with an invoice or receipt.
- Luggage storage expenses may be reimbursed if there is a long layover in a city, airport, or station.

Personnel stationed abroad

- Will receive allowances according to the general rules for national assignments, but with the amounts corresponding to the country where the assignment takes place

10. What are the deadlines for submitting expense receipts?

Within 10 days from the end of the trip, all documents must be submitted to the economic services of each area or to the designated administrative units

In summary:

- ✓ Please remember that your travel costs are being covered by public funds, and therefore public regulation and limits applies. It is expected that a good use of these funds will be applied.
- ✓ Travels have to be authorized
- ✓ Make sure there are enough funds to cover the cost of the travel
- ✓ Paying costs with personal credit card requires additional authorization from Vice-Management of Research
- ✓ It is necessary to present receipts, invoices, and proof of payment
- ✓ It is necessary to present evidence that the travel actually took place

Useful links and contacts

Email Euraxess UDC: euraxess.vit@udc.es

Website Euraxess UDC: https://www.udc.es/es/euraxess/

Website HRS4R UDC: https://www.udc.es/es/hrs4r/

Royal Decree 462/2002, of May 24, on service-related allowances:
https://www.boe.es/buscar/act.php?id=BOE-A-2002-10337

Regulation for settling and processing the IRS:
https://www.udc.es/es/novas/Reglamento-para-liquidar-y-para-tramitar-IRS/

►►► Your research centre, research group, department or project team can help you through your first travels and reimbursements.