

# Fall 2008 Newsletter

*Brought to you by the Jack Baskin School of Engineering Business Office*

## New Things/Important Information for PIs:

### **UCSC publishes up to date travel guides at**

[http://financial.ucsc.edu/Pages/Travel\\_Main.aspx](http://financial.ucsc.edu/Pages/Travel_Main.aspx)

Please download travel advance and post travel forms at above web site to ensure that you have the most current forms.

**The information below is not a substitute for the official travel guides. It is intended to point out information that is regularly overlooked.**

Travel restrictions might apply to contracts and grants travel. Please check with your research analyst.

**Travel reimbursement requests must be ordinary and necessary to accomplish the official business purpose of the trip and will be made based on the most economical mode for transportation, lodging and sustenance.**

**When signing the post travel expense form traveler certifies that actual expenses claimed were incurred by him/her while on official University business.**

If you had a travel advance a post travel **must** be completed even if no other expenses will be claimed.

### **Post Travel claim needs to be submitted within 21 days of the end of trip**

Please provide detailed purpose of trip (conference or research are not sufficient)

### **Travel Insurance**

**If you are traveling to an out-of-state or foreign destination it is required that you register for UC-provided travel insurance through the UC Risk Services website to ensure coverage protection.**

<http://www.uctrips-insurance.org/>

### **Airfare**

Cost of coach or economy class fare will be reimbursed.

Upgrades within economy class such as extra leg space etc. will not be reimbursed.

Please refer to the Travel Programs Guide for information about UC discount airfare contract pricing. [http://financial.ucsc.edu/Pages/Travel\\_ProgramsGuide.aspx](http://financial.ucsc.edu/Pages/Travel_ProgramsGuide.aspx)

Important for travel on federal funds: **US flag carriers must** be used

Please check travel guide for allowable exceptions.

The cost of business or first-class or other higher-cost services may be reimbursed under the certain circumstances for example a medical condition. Documentation of such circumstances must be provided on the Post Travel Form. For details please check the travel guides.

The cost of "bundled" airfare and lodging packages obtained through an Internet travel agency will only be reimbursed if the agency provides a detailed receipt or invoice separately identifying the costs of airfare, hotel, and incidentals.

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## Important Information Continued...

### **Using your personal automobile**

Effective 7/1/08 standard mileage rate is 58.5 cents per mile.

Standard airport allowance has been discontinued. Mileage expenses begin at the departure point of business trip.

### **Renting a car**

Only cost for compact/economy car will be reimbursed.

Upgrades need to have a business purpose and need exception to policy approval from the Dean prior to renting the vehicle.

Rental of GPS devices will not be reimbursed.

Travelers are encouraged to use University-contracted agencies wherever possible.

Refer to the Travel Programs Guide for information about UC discount contract pricing with car rentals [http://financial.ucsc.edu/Pages/Travel\\_ProgramsGuide.aspx](http://financial.ucsc.edu/Pages/Travel_ProgramsGuide.aspx)

### **Lodging**

Original itemized hotel bill required.

Travelers are encouraged to use University-contracted hotel agencies wherever possible. Refer to the Travel Programs Guide for information about UC discount contract pricing with hotels.

[http://financial.ucsc.edu/Pages/Travel\\_ProgramsGuide.aspx](http://financial.ucsc.edu/Pages/Travel_ProgramsGuide.aspx)

A lodging receipt must be submitted with a travel reimbursement request to substantiate an overnight stay or a statement must be included with the UCSC Post Travel Form explaining why a receipt is not available, such as when lodging with a friend or relative..

### **Conference Registration**

Original receipt showing proof or payment required

**Please attach a conference agenda to post travel to substantiate the business need for this trip and to show that the conference topic is related to the extramural fund if charged to contracts and grants.**

### **Meals**

Traveler needs to claim **actual** meal expenses (no alcohol) not to exceed \$64 per day for travel that includes an overnight stay or for travel over 24 hours.

For Travel less than 24 hours please see travel guides

[http://financial.ucsc.edu/Pages/Travel\\_Main.aspx](http://financial.ucsc.edu/Pages/Travel_Main.aspx)

Traveler should not pay expenses on behalf of another person except in the case of co-travelers who are sharing a room. Only lodging expenses can be paid.

### **Travel reimbursement for visitors and independent contractors.**

Visitors and independent contractors must follow UCSC travel policies.

Reimbursements have to be made to the traveler. We cannot reimburse traveler's organization.