

Business Office

QUARTERLY UPDATES



Useful Resources:

- **Research Administration:**

Provides a research administration overview and links to related websites:

<https://intranet.soe.ucsc.edu/researchadmin>

Includes Travel, Entertainment, Payments/Reimbursements, FAST, Purchasing, Development Office, Sponsored Projects, Quarterly Newsletters

- **GSR Cost Estimator**

Tool to estimate GSR costs for academic quarters with cost escalation estimators:

<https://intranet.soe.ucsc.edu/gsr-cost-estimator>

follow the
Baskin SOE
on twitter

https://twitter.com/UCSC_BaskinSOE

Grant Support Website

Before you start your next proposal, check out BSOE's grant and proposal support website at:

<https://intranet.soe.ucsc.edu/grant-support>

The site contains agency guides, sample proposals, UCSC/SOE proposal forms and PI handbooks, current funding opportunities, lists of upcoming proposal workshops, general proposal writing guides, frequently requested data and more

Important Travel Information

Travel within continental US – CONUS travel:

- *Less than 24 hours without an overnight stay*
 - M&IE is not reimbursable under any circumstance.

Travel Outside US on Federal funds

Please remember the Fly America act. For details see

https://financial.ucsc.edu/Pages/Travel_PreTripGuide.aspx#airtravel

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Important: Trip cancellation

- Travelers who are unable to honor a reservation are responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc.

New writable PDF version for post travel claims

can be downloaded at

https://financial.ucsc.edu/Pages/Travel_Forms.aspx

Post travel claim must be submitted within 21 days after return.

If you have a travel advance and no additional expenses were incurred a Zero post travel must be submitted to close out the travel.

