

Business Office

QUARTERLY UPDATES



Travel topics

New BSOE Website:

- **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

- Don't forget to sign up for the **free trip insurance** if you travel out of state or out of the country
<http://www.uctrips-insurance.org/>
Travelers who signed up and were stranded in Europe can claim up to 5 days travel expenses with proof of receipts.
- Please make sure that your **students are familiar with Travel policy** before they start their travel to ensure that there are no problems with reimbursements.
Very important to advise students that are going abroad and traveling on federal funds that they know about the "Fly America Act".
Fly America applies to all travelers on federal funds including visitors.
- Please check out the Connexus travel booking tool at http://financial.ucsc.edu/Pages/Travel_Main.aspx
Connexus is a UC sponsored booking tool. You may book your flight, hotel, rental car and airport parking on-line by logging into Connexus. You can comparison shop Southwest, BCD and UC Travel Center (through their on-line booking tool GetThere) at the same time. The same low cost deals found on other travel booking sites are also found on the UC Connexus site.
- Faculty on Sabbatical Leave
Travel expenses incurred by faculty members on **sabbatical leave** are reimbursable if the travel is undertaken to perform study or research that cannot be done elsewhere. At the discretion of the department, a faculty member may be reimbursed for additional lodging expenses incurred at the sabbatical location, less any income received by the individual for renting out his or her primary residence. Refer to the [UC Business and Finance Bulletin G-28, p. 37, Section XI.A.2 "Special Travel Situations – Faculty on Sabbatical Leave"](#) for additional details.

Reimbursement and travel

It might be a good idea for the requestor to make copies of their receipts, in case a reimbursement claim gets lost in interoffice mail and a duplicate has to be submitted. Research analysts do not make copies prior to sending your claims to FAST.

Reminder: There is only 1 check write per week, FAST turnaround time is 2-3 weeks

