Business Office

QUARTERLY

Purchasing items

Employee Morale expenditures are considered "exceptional" and always need **advance approval** from the Dean. Expenses must be paid from an unrestricted fund source.

Planning travel

Please book your airfare and hotel as soon as possible to avoid having to pay higher fees. Per UCSC travel policy please ensure that all travel expenses are necessary, proper and reasonable. Lavish or excessive expenses will not be reimbursed.

Transportation expenses will be based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Any exception must be approved by the Chancellor.

Travelers are encouraged to use Connexus which combines discounts thru UC negotiated contracts and assists UCSC travelers in complying with UC Policy. Connexus can be accessed at: https://financial.ucsc.edu/Pages/Travel_Main.aspx

When completing your post travel form please make sure to provide sufficient information in case of an audit to readily identify the trip as a direct benefit to the sponsored project or research and that the cost incurred is solely to advance the work under the sponsored agreement of your research.

For conference travel please attach a conference agenda or conference overview.
If you are planning travel for seminars, invited guest speakers or UCSC or grant funded conferences please remember to have participants complete a Payee set up 204 form if they have never received reimbursements from UCSC. 204 forms for participants are necessary even if you make payments on behalf of the traveler for lodging etc. 204 Form can be found at: https://financial.ucsc.edu/Pages/Travel_Main.aspx

Copy cards/mail codes

If your grant ends please contact your RA to either terminate the services or move to another funding source if appropriate.

GSR Cost Estimator

We encourage you to use the **GSR Cost Estimator**, previously announced in Spring 10 Newsletter. Tool to estimate GSR costs for academic quarters with cost escalation estimators: https://intranet.soe.ucsc.edu/gsr-cost-estimator

FOAPAL

Just a friendly reminder to **use FOAPALs not grant names** for any budgetary inquiries, appointment or expenditure requests to ensure that the correct award is charged.

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