BFS Holiday Schedule and Services (2012-2013)

Find out about holiday-related deadlines and services for Business & Financial Services units.

The following provides important dates for various transactions leading up to and during the university's holiday break (Dec. 22, 2012 – Jan. 1, 2013). Use the unit information below to plan accordingly:

**Disbursements, Express Card Program, and Travel:** The final 2012 disbursement (checks and direct deposits) will be on Dec. 21. The first 2013 disbursement will be issued and mailed on Jan. 3 2013. To include payments in 2012 calendar year, these divisions must receive the following items by **Dec. 14, 2012**:

**Disbursements**
- **Payment Authorization** transactions: Completed and approved online with any required documentation.
- Scrip requests
- Sub-recipient invoices: Faxed with required review and approvals

*Note: Vendor invoices will be processed as usual within terms prior to the campus closure and processing will resume on Jan. 2, 2013.*

**Express Card Program**
In order to give campus customers additional time for redistribution of transactions due to the closure period, the following information applies:
- Transactions with an IFIS posting date of Dec. 21, 2012 through Jan. 4, 2013 are being modified to extend the IFIS posting date to Jan. 7, 2013.
- For emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.
- For declines or card limit questions please email expresscard@ucsd.edu. Please be aware during the closure there will be limited monitoring of the email address,

**Travel**
- Meetings, entertainment, and programmatic activities (using MyEvents): Completed and approved with required attachments
- Travel prepayment requests, and claims, including mileage (using MyTravel): Completed and approved with required attachments
- Travel and entertainment forms: Completed and approved with required documentation attached
- For Travel Card emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.

*Note: MyTravel will be available 24/7 through the holidays; however, the final disbursement of funds for 2012 will be on Dec. 21, 2012.*