Director’s Note

UC San Diego Travel Card

Did you know that UC San Diego implemented the very first travel card program for higher education? This was back in the 1980’s when UC travel policy was revised to eliminate most cash advance issuances to travelers. In the early days, the American Express card was the card of choice for UC San Diego employees to obtain cash advances for making travel-related purchases.

Over that past 30 years, our program has experienced many changes and enhancements. Today the Travel Card is a US Bank Visa card issued to employees to be used when conducting UCSD business travel and when hosting meetings and entertainment. The present UC Travel Card has many unique benefits, special features, and services with over 2,200 cardholders. There are cycle and other built-in controls making it a powerful, safe, and convenient payment tool. When used in conjunction with the Connexxus travel program, the card eliminates nearly all out-of-pocket travel expenses for employees. When used for hosting entertainment, out-of-pocket costs are also eliminated as well as having an appropriate method to easily pay the bill.

The Travel Card has several accommodating payment options that replace high risk expensive wire transfers and reduce the cost of issuing paper checks to travel suppliers and providers.

Some of the great benefits with using the Travel Card when traveling:

- convenient cash advances from ATMs worldwide
- quick and easy account reconciliation: Travel Card transactions and account balances are viewable in MyTravel
- Travel can make a direct payment to your account for you so that you do not need to issue a personal payment
- use your Travel Card for meeting meals and entertainment, direct payments can be made to your Travel Card account using MyEvents

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A few other advantages and benefits include:

- use your Travel Card for meeting meals and entertainment, direct payments can be made to your Travel Card account using MyEvents
- paying for early bird conference registration fee months before the trip ends? Request a prepayment to be made to your Travel Card any time before your trip has been completed
- able to secure car rental and hotel discounted rates and confirm reservations when booking travel through Connexxus
- $500,000 travel accident insurance coverage when you use it to purchase air or rail tickets
- up to $1,250 in lost baggage coverage when you use it to purchase air or rail tickets
- if you do not travel often, Travel can assist with turning the card ‘off’ during periods where there is no travel
- you and/or your staff (if you appoint them) can have access to your account online to ensure that you do not miss any travel or entertainment expenses that need to be claimed

A few important things for card holders to remember: You cannot be held personally liable for any approved official UC San Diego business expenses placed on the Travel Card. You are responsible for providing any required receipts, justification, and ensuring that travel and entertainment costs are properly processed in MyTravel or MyEvents. However, you can be held personally liable for any personal use of the Travel Card. Departments are not held responsible for a traveler’s personal expenses placed on the Travel Card. If this occurs and timely payment becomes an issue, the Travel Card Team works closely with cardholders and department preparers to assist with resolution.

If you travel on behalf of the University, or host meetings and entertainment, request a UC San Diego Travel Card by visiting Applying for the UC San Diego Travel Card.

Have any questions? Please do not hesitate to contact our Travel Card staff – Leah Negrete.

-Faye McCullough
Available now – the ECMManager Attachment Tool!

Travel Event Planners, it's time to become familiar with using the EC Manager Attachment Tool before it becomes mandatory on July 1, 2014. The Attachment Tool is the official method to retain receipts, invoices, TEP-RFs, and other documents that support all Travel Event Planners. Campus departments will no longer be required to retain official documentation because the ECMManager database will be the single centralized records management system.

Uploading documents is easy! If you can make changes to transactions while in Redistribution, simply upload your documents there. If you are a cardholder or have an administrative support role, you can access the Attachment Tool in ECMManager. Be sure to attach your signed and completed TEP-RF (reconciliation form) to the last transaction in your event as well as any individual transaction that is being requested for post audit. Visit Attachment Tool to learn more.

Smooth Set-Ups: Tips for Traveler Account Requests

Before a trip can be set up, a Traveler Account is required. (See Establishing a Travel Account on Blink.) Sometimes the Travel Team will ask that a Traveler Account request be resubmitted with updated information. There are qualifying reasons that matter to the Travel Team and ultimately to you, our customers. To promote efficiency, Traveler Account requests require full names of new individuals, especially individuals with common names. If an individual's name appears to be common, include their middle name/initial in the Travel Account request. Complete information will assist with distinguishing your Traveler and providing prompt service in reference to Trip Preauthorization and delivery of any reimbursement they may be due.

For example:

- Traveler/Vendor Name : Lee, Rob *(lacks distinguishing information)*
- Traveler/Vendor Name : Lee, Robert E.
- or-
- Traveler/Vendor Name : Coleman, Kim *(lacks distinguishing information)*
- Traveler/Vendor Name : Coleman, Kimberly E.

If a Traveler Account is requested for an employee, best practice is to provide the Employee ID#.

For non-employee U.S. Citizens, the social security number is required. New travel account requests sent via MyTravel are processed via the BFSupport System, which sends the social security numbers in an encrypted format. Once the traveler account has been set up, the BFSupport system permanently deletes the social security number, thereby minimizing risk of personal data loss.

The Travel Team is committed to ensuring that traveler accounts are set up accurately and quickly. Providing the necessary information makes for a smooth set-up!