**MyTravel: 1 less step to complete a non-employee claim**

Before today, all travelers were required to certify their MyTravel claims including non-UCSD employees before the claim was ready for departmental approval. Now, when a travel preparer submits a MyTravel claim for a non-UCSD employee, the claim is ready for departmental approval with no traveler certification requested. This resolves a problem several areas reported when hosting a non-employee traveler:

- The traveler was unable to receive email, or did not act on the email certification request
- When there was no reimbursement due to the traveler, it was unclear to the traveler as to what was needed or why (and no incentive for the traveler to act on the email request)

There is no change for UCSD employee travelers who are still required to certify their travel claims:

- If an employee traveler submits a MyTravel claim, traveler certification is included in the submission
- If a travel preparer submits on an employee’s behalf, MyTravel will still send a certification request email to the employee traveler

Tips and reminders regarding a travel claim for a non-UCSD employee:

- Use Connexxus to avoid out-of-pocket expense for the traveler, which helps to support the university’s travel program, to ensure the expenses comply with UCSD travel policy, and to provide the greatest opportunity for best value
- Request prepayment by UCSD Travel, such as for hotel, as an additional way to avoid out-of-pocket expense for the traveler while also providing financial controls
- The hosting department’s preauthorization, claim preparation, review, and approval includes for the fund source and for authority to approve travel as well as confirming that travel expenses comply with UCSD travel policy
- If you want the non-employee traveler to review prior to approval, it’s possible to accomplish this via an internal process in your area
- This is consistent with other reimbursement/payment types where no certification is required of a non-UCSD employee recipient