Travel Tips

- UC Travel Policy requires original receipts for most travel expenses even if the expense was prepaid or booked through Connexxus.
- Use the Travel Expense Form (TEF) for:
  - Group Travel (three or more travelers).
  - Reimbursement with funds due back to the UC Regents from hotel, conference organizer, or a traveler who received a cash advance and has cash left over.
  - Reimbursements with a request to reimburse the traveler by wire. Include a direct request from the traveler and a completed Wire Transfer Request form.
  - Move and transfers, and employee candidate interviews.
- Prepayments and advances are not charged to the department until the event is reconciled, so it’s important to include these amounts under total expenses and total to be charged to the index.

MYTRAVEL UPDATES

The New Per Diem Tab

The new Per diem tab allows you to complete travel expense claims online for more trips than ever. You can now complete the following types of claims using MyTravel:

- Domestic travel
- Travel to Alaska, Hawaii, and U.S. possessions
- Foreign travel
- Short, or long-term travel (30 days or more)
- Multiple locations

See tips on using the Per Diem tab
Check Claims:

EXCEPTIONAL ENTERTAINMENT

- Costs that exceed per person maximum
- Events that include spouses or partners
- Morale boosting events
- Sporting events, concerts, or similar venues

About your UCSD Travel Card

- As a cardholder you can use the card when traveling on official UCSD business.
- The card can be used to pay for travel related expenses of the cardholder only. (With the exception of a group travel event.)
- Airline generated charges using the Travel Card are treated as an advance and will be applied to the event. The airfare purchase, service, and excess baggage fees will not show as part of the traveler’s balance.
- Entertainment expenses can be charged to the card when the cardholder is acting as the official host of university-sponsored business entertainment.
- The card is not for personal use.
NON-STOP REIMBURSEMENTS...

Here are a few suggestions on how to have non-stop paper reimbursement claims:

- **Preauthorize travel.** Always establish an event number.
- List all prepayments and advances on the claim.
- Tape all required receipts to 8.5 x 11 paper; do not staple the receipts.
- Collect necessary signatures: Traveler, travel approver, and/or entertainment approver. If the traveler is unable to sign be sure to have the authorizing signer initial, in lieu of the traveler, and provide a statement as to why the traveler was unable sign.
- Enter traveler’s citizenship. If the traveler is not a U.S. citizen, state the visa type and attach copy of I-94.
- Verify the traveler has a travel account number.
- Check the traveler’s email address to ensure accuracy.

New Connexxus features: Refundable airfares

Refundable UC airfares for business travel are now offered in Connexxus for certain domestic routes on American and Virgin America. Use the BCD/Balboa Book Online option or contact an agent with either BCD/Balboa or UC Travel Center (UCLA) to access fully refundable fares like $419 San Diego to New York, or to Washington, DC.

See current Connexxus discounts and a snapshot of the average cost savings when using Connexxus: [http://blink.ucsd.edu/go/connexxus](http://blink.ucsd.edu/go/connexxus)

Travel Contacts:

- **Travel Specialists:**
  - Kim Coleman x40916
  - Nida Ordonez x21756
  - Chrissy Smith x48419
  - Kelsey Moon x42488
- **Entertainment Specialists:**
  - Sali Sanders x40798
  - La Shon Smith x21528
  - Leah Negrete x20652
- **Travel Card & Moves:**
  - Shannon Miller x40772
- **Reconciliation Specialist:**
  - Felicia Sumler x41309
- **Blink Page Content:**
  - Dawn McDevitt x21757
- **Operations Supervisor:**
  - Kim Coleman x40916
  - Nida Ordonez x21756
  - Chrissy Smith x48419
  - Kelsey Moon x42488
What if....

Click on the pie piece that applies to your situation to see how to process the claim.

Fiscal Closing Dates:
Deadline for departments to submit the following requests:
June 22: Paper Entertainment and Travel expense claims

Deadline for departments to submit online Travel requests:
June 26: Mileage, Entertainment, MyTravel and TravelLink requests

Subscribe to our email list serve for travel and entertainment topics, and to receive occasional updates.

If you have a suggestion for our next newsletter or would like to send feedback on this newsletter.
Click the airmail