Business Section

Wires/Drafts

If you have a travel wire or draft request, the required submission method is via campus mail only (mail code 0998).

Recently we tried to expand submission options, accepting requests via fax and e-mail, but unfortunately the necessary original supporting documentation became a source of confusion to many customers, and resulted in processing delays.

Before you send the wire request, ensure you have the correct payee bank account number. If the request is in foreign currency be sure the swift code, IBAN, CLABE, and sort code information is correct. Lastly, be sure to obtain the department approval signature prior to submitting your request. See travel wire/draft instructions.

MyTravel

For a smooth online process be sure you verify the traveler’s email and address type during trip pre-authorization. Learn more. The submitting department is the office of record for MyTravel claims and should retain original receipt(s) and supporting documentation.

If you have to submit a paper MyTravel report include a detailed explanation as to why the event must be reconciled using the printed report. Before submitting the report, also verify that the “total to be distributed” matches the “actual accounting distribution total.

Connexxus

BCD (Balboa Travel) and UC Travel Center are official Connexxus travel agencies providing services to UC business travelers.

With BCD, travel arrangements can be booked online or by calling an agent, however UC Travel Center is currently limited to only agent assisted bookings. Certain fees may apply based on services rendered. For a full list see the Connexxus service fees page in Blink.

In addition to the BCD and UC Travel Center, Connexxus also has a limited agreement with Southwest (SWABIZ) and although no service fees apply when using SWABIZ, business travel insurance is not automatic.

MyEvents

Still using PayAuth for meetings and entertainment? Most have made the switch to MyEvents since its launch 6 months ago. Beginning July 1, MyEvents will be the only online method to claim an expense for entertainment, so now’s the time to switch.

MyEvents takes the guess work out of determining the claim types and provides built in policy guidance and approval features. For more information, see MyEvents Overview.

Want even more info? Check out our My Events page in Blink.
Self-Service Resources

Below you’ll find information and links to tools to help you check the status of your claims. So you can have the information that you need quickly and accurately, we recommend you use these self service tools to their fullest extent. Payment and approval status resources are now available on Blink.

**MyTravel**
Log on to MyTravel Query, enter the event number and any additional search criteria, click Submit.

**MyEvents**
Log on to MyEvents, click View or edit an incomplete document (If the claim is complete, click View a completed document), locate the document you want, click View to open the document.

**Prepayments**
Log on to TravelLink, click View event summary, enter the event number, click View Document.

**Travel wires/ drafts**
Log on to TravelLink, click View event summary, enter the event number, click View Document.

**Mileage**
Log on to FinancialLink, click on Transactions, Select Request a Payment Authorization, Type in the document number in View Existing Payment Authorization, click Approval History.

Connexxus Celebrates an Anniversary

June 9th marks the Second Anniversary of Connexxus!
Use of Connexxus grew 10% in the last 6 months and now UCSD flights booked in Connexxus outnumber those paid out-of-pocket. Thanks to all of you who continue to champion or support Connexxus. By using Connexxus you help UC leverage our travel buying power to get the best value and strengthen our relationships with service providers.
Please share this info with others involved in business travel in your area along with a link to our 3-question Connexxus survey.

Travel Advisory

For out-of-state travel, especially where there are ongoing security issues, such as Northern Mexico, be sure you’re registered for business travel insurance. Registration is automatic when booking travel through Connexxus, however if booking travel through Southwest (SWABIZ) or other outside agencies you must self-register. Once registered, additional profile information is necessary to ensure you receive updates while traveling, so follow instructions received in iJet’s “welcome e-mail.”
It’s a Risky Business

The team at UCSD Travel provides guidance, tools, and processes that are aligned with UC travel policy (G-28), and with UC policy on expenditures for business meetings, entertainment, or other occasions policy (BUS-79).

For travel activity, one of our key controls is the trip preauthorization requirement. The primary purpose is to ensure that only valid and identifiable billings are made to UCSD for prepaid travel expenses. Another objective is to ensure that the event represents official business travel, is encumbered on an appropriate fund source, and establishes the approval hierarchy for the MyTravel claim.

For meetings and entertainment, MyEvents strengthens our internal control by requiring information and attached documentation. MyEvents lets you know exactly what is required during the claim process and validation checks improve the accuracy of the data received.

Travel Funnies

I just got off the phone with a man who asked, “How do I know which plane to get on?” I asked him what exactly he meant, which he replied, “I was told my flight number is 823, but none of these darn planes have numbers on them.

Stay Connected

Mileage Information

Effective Jan. 1, 2010, the standard mileage reimbursement rate decreased to 50 cents per mile, the rate for moves decreased to 16.5 cents per mile.

Cash advances/ prepayments

If you’re submitting a request for a cash advance for group travel, be sure to include the names of all travelers.

When requesting a registration prepayment, fax the copy of the registration form. If you selected yes in the template. If the request is for an early bird special, be sure to indicate this in the template.

UCSD Travel Card

Cardholders may obtain cash for authorized travel expenses at member ATMs and banks worldwide. ATM fees can be charged to your department when claimed with travel and entertainment expenses. Most UCSD cards have a $500 cash limit.

Travel Stats

Did you know, in the month of April Travel processed:

- 2,491 travel claims
  - 2,133 MyTravel
  - 358 on paper
- 1,384 claims for meetings or entertainment
  - 611 MyEvents
  - 548 via PayAuth for entertainment
  - 225 on paper
- 524 mileage claims
- 415 cash advances/ prepayments
- 20 wire requests
- 401 Travel Card payments
- 1,000+ responses to Travel mailbox inquiries
Travel Tidbits

Fiscal closing dates to remember:
June 21: Deadline for submitting entertainment and travel paper expense claims.
June 25: Deadline for submitting online MyTravel, TravelLink, and mileage requests.

See a list of Travel Training demos designed to help you learn about Travel processes.

See Travel Process: The Essentials to assist you with travel processing and reimbursement.

Subscribe to our e-mail list serve for travel and entertainment topics, and to receive occasional updates.

Send us your feedback on this newsletter.