Approval Hierarchies
TravelLink documents route through an approval hierarchy. Your Departmental Security Administrator (DSA) sets up templates for approval, according to established guidelines. You may have several different templates, depending on department requirements. If you have multiple templates, ensure proper routing for approval by selecting the appropriate template each time you complete a TravelLink document.

When you preauthorize travel (establish an event number) by completing the Going on a Trip feature in TravelLink, an approval template type called TRP is used. Note: You should never include a team member from Travel or Disbursements in this template.

When you request a prepayment or cash advance, the TIV or ADV approval template is used.

MyEvents guides you as to which level(s) of approvals are required, depending on the event nature and how you answer policy questions in the application. Some events no longer require entertainment approval, such as meetings, for these events the level 2 approver is skipped. Approvers use MyApprovals to review and approve MyEvents claims. Routing is automatic and determined by the preparer’s ENT/E template.

When you use MyEvents (meeting, hosting, attending, etc.) the ENT/E (INV) approval template is used.

For more DSA information: http://blink.ucsd.edu/technology/security/DSA/

Opening the MyTravel/MyEvents document in the MyApprovals

There are 2 ways to open a document:
If you have the e-mail that informed you that a document is waiting for approval:
The e-mail should contain a link to MyApprovals. Click it to open the Web site, or cut and paste the link into the address window of your Internet browser.
If you’re not already logged in, you’ll see the Single Sign On screen. Log in, using your user name and password.
The detail page of the document described in the e-mail will open.

To open a document without an e-mail link:
Go to MyApprovals.
If you’re not already logged in, you’ll see the Single Sign-On screen. Log in, using your user name and password.
Select MyTravel as the type of document and click Go. Click the event number of any document to see its detail page.

Setting up a new Event Number for an Amended Claim
If expenses were mistakenly left off the original claim, you can amend the claim by following the steps for preauthorization, replacing the Location and Destination information in step 4 with “Amend Event 00####”.

Claiming less/more than the Per Diem rate in MyTravel
To claim actual expenses because they exceed the allowable rate, enter the amount in the Exception to Per Diem field.

• Exception to per diem is used for:
  - Claiming actual expenses for only a portion of travel (1 or more days) within the continental U.S. for trips that have a destination outside the continental U.S.
  - To claim expenses less than the published per diem amount, select the box to opt out of the extended stay adjustment and overwrite the published per diem rate with a lesser amount.

• Only claim less than the published per diem amount if the:
  - Intent is to keep costs within budget
  - Traveler is aware of the adjustment

Note: Exception to Per Diem field should not be used to claim amounts less than the per diem amount.
MyEvents

Special and Social Events

For holiday parties and gatherings not limited to employees (attendees include employee’s spouse, partner, or other invited guests), typically there is no bona fide UCSD business purpose served by the non-employee’s attendance. Unless the non-employee guest, is for example a donor, each employee should pay his/her guest’s portion – which is common practice.

To request a payment or reimbursement, use MyMeetings and Hosted Events (MyEvents).

Provide a guest list including names, titles, and either the occupation or business relationship.

Provide written justification if expenses exceed the per-person meal maximum, including reasons why the higher costs were unavoidable and necessary to achieve a business purpose.

Functions at private residences should follow all applicable entertainment policy:

- Follow IRS policy when making payment for services to individuals such as servers or cooks. Remember that payment for these services is considered income to the recipient and must be reported and a W-9 must be completed for any person who provides a service.

For more information please visit our Blink page

http://blink.ucsd.edu/travel/entertainment/overview/special/index.html

MyTravel 3.0

Get ready for the new MyTravel 3.0 coming in early 2012! The latest version of MyTravel keeps the features you know and love while streamlining the overall process. Travelers, preparers, and approvers will be able to access their trips, prepayments, and approvals from one convenient home page. Say goodbye to paper forms with MyTravel’s increased capability to process group travel, moves and transfers, and trips with refunds or credits. MyTravel 3.0 offers one stop shopping for travel processing, bookings, direct deposit status, travel card applications, and more! Keep an eye on our list serve announcements and Blink for MyTravel 3.0 updates.
TEP Card

The Travel Event Planner (TEP) card is an event-specific Visa card issued to employees who coordinate group travel, conferences, or UCSD activities. Issued on an individual basis, TEP cards are an excellent way for your department to track and control event expenses. Card reconciliation includes review and redistribution in EC Manager similar to Express Card transactions, as well as the completion of the TEP Reconciliation Form.

Learn about the TEP Roles and Responsibilities in Blink.

Connexxus

Connexxus welcomes two new suppliers to our preferred airline partners, LAN and Emirates. LAN provides service to South America including non-stop flights from Los Angeles (LAX) to Lima and Peru; and from San Francisco (SFO) to Sao Paulo, Buenos Aires, and Santiago. Emirates flies to over 100 destinations in 66 countries, and accounts for nearly 40% of all travel in and out of Dubai. For additional information on the new suppliers or to see a list of all partnerships and offerings, please visit Connexxus.

As we continually strive to provide products and services that fit the needs of our travelers, we are pleased to announce Balboa (Concur) online guidance to assist in Fly America Act compliance. When flying on federal funds and contracts, US carriers and code share airlines are now clearly identified by an American flag which appears under the fare.

Travel Funnies

Aren’t you glad UCSD policy is easier
The following are important dates for various transactions leading up to and during the university's holiday break (Dec. 24, 2011 – Jan. 2, 2012).

The final 2011 disbursement (checks and direct deposits) will be on Dec. 23.

The first 2012 disbursement will be issued and mailed on Jan. 4.

To include payments in 2011 business, Travel must receive the following items by **Dec. 15, 2011**:

- Meetings, entertainment, and programmatic activities (using [MyEvents](#))
- Mileage (using [Payment Authorization](#))
- Paper TEF

[MyTravel](#) will be available 24/7 through the holidays; however, the final disbursal of funds for 2011 will be on Dec. 23, 2011.