MyTravel 3.0

Did you know UCSD’s MyTravel 3.0 application is used for 20,000 expense Prepayment requests and 30,000 expense claims per year?

From trip set up to claiming expenses, MyTravel 3.0 delivers on your request for a streamlined, efficient and accountable process all in one tool.

♦ Mobile app for travelers to use while on the road
♦ Prepay the Travel Card for items charged in advance
♦ Attachment feature for uploading required documentation
♦ Set up Accounts for MyMeetings & Hosted Events Payees & Vendors

While this UCSD Travel tool debuted over five years ago, recent upgrades allow for speedy reimbursement and guides you through the process, helping you meet policy requirements.

Tailored to handle the wide range of trip types in our academic environment, MyTravel 3.0 is your solution to processing Travel at UCSD serving as the first of its kind throughout all ten UC Campuses.

2012 has been both an exciting and challenging year for UCSD Travel! The highlight being the launching of MyTravel 3.0 this past Spring with its many new features and enhancements including the recent release of the Travel Card Prepayment option. We appreciate your support of the programs sponsored by Travel including the UC Travel Management program, Connexxus and for participating in our focus groups, outreach sessions and Open House. We wish you all the best for the New year and look forward to providing you with excellent service and some exciting new process improvements in 2013. Thank you for all that you do for UCSD & Travel.

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 a donor, each employee should pay his/ her guest’s portion – which is common practice. Check out our published guidelines.
**Connexxus**

**Decisions, decisions**

Options in Connexxus can be a bit confusing, especially if you have restrictions on the method of payment you can use. Here’s how to choose between the two online options available:

- Use the BCD/Balboa Travel online booking tool to arrange for UCSD pre-paid airfare (be sure to have your trip number ready)
- Use SWABIZ (Southwest) if paying using a personal credit card or UCSD Travel Card (the UCSD Travel card is pre-paid)

If you are traveling on federal funds or have complex/international travel, review Choosing a Connexxus Booking Option to assist you in making a final decision.

**Insurance for University Travelers**

All university travelers, including employees, medical residents, students and fellows, are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while on official travel status. For details search Blink with key words “Travel Insurance” to access multiple links on the topic. Learn about [business travel accident insurance](#) coverage for UC travelers.

For expert information on travel insurance contact: EH&S Risk Management, (858) 534-3820.

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**Announcing! disbursements@ucsd.edu**

Disbursements is implementing a new customer support management system starting in the Winter 2013 academic quarter. Launched as a pilot program this fall, our new system will be expanded to campus-wide access when we return from the holiday closure on Wednesday, January 2, 2013. More details are available in the [Winter Issue of the Disbursements newsletter](#).
**Travel Card**

Avoid the post holiday rush – submit your Travel Card reimbursement claims NOW.

**Prepaid Airfare Quick Tips**

Is the airfare amount in your trip not showing correctly? Take a look at MyTravel’s View option to see a breakdown of the trip’s prepayments.

<table>
<thead>
<tr>
<th>Trip</th>
<th>Traveler Name</th>
<th>Description</th>
<th>Dates</th>
<th>Due</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>00005654</td>
<td>MOON, KELSEY SEGERBLOM</td>
<td>TRAVEL COMMITTEE MEETING</td>
<td>11/28/2012 to 11/29/2012</td>
<td>12/20/2012</td>
<td>Pending Completion</td>
<td>View audit trail</td>
</tr>
</tbody>
</table>

Airfare documents beginning with the letter A are Travel Card purchases. Documents beginning with the letter C are Connexxus/Agency purchases.

Keep in mind that baggage and change fees typically take about two weeks to come through. Please allow time for them to show up in your trip before you reconcile.

Do you need airfare to be moved from one trip to another? Send Kelsey an e-mail at ksmoon@ucsd.edu with your request.

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**Can You Name That Trip Type or Event Type?**

1. An employee flies to New York, NY for a 2 day conference, stays at a hotel and returns home. He wishes to be reimbursed for airfare, registration, hotel, meals, and taxi.

2. A department organizes an annual dinner to recognize achievements and celebrate graduation from a leadership development program.

3. UCSD invites a candidate from Phoenix, AZ to interview for a position as a post-doc in a lab. UCSD wishes to reimburse him for airfare, 1 night hotel stay, and meal expenses.

4. A UCSD department employee wishes to be reimbursed for light snacks for a workshop attended by graduate students.

See Page 4 for the answers!
The following are important dates for various transactions leading up to and during the university's holiday break (Dec. 22, 2012 – Jan. 1, 2013).

The final 2012 disbursement (checks and direct deposits) will be on Dec. 21. The first 2013 disbursement will be issued and mailed on Jan. 3, 2013. To include payments in 2012 business, Travel must receive the following items by Dec. 14, 2012:

- Meetings, entertainment, and programmatic activities (using MyEvents):
- Travel, or mileage (using MyTravel)
- Paper forms

Note: MyTravel will be available 24/7 through the holidays; however, the final disbursal of funds for 2012 will be on Dec. 21, 2012.

Mileage

Reimbursements for Local travel within San Diego County can be processed on MyTravel.

Note: If an employee is not on travel status and has a temporary assignment away from campus (such as a local training session), reimbursement shall be made for mileage expenses incurred between the campus and the assignment location, or home and the assignment location, whichever is less.

Parking

A reimbursement request for parking only is still processed through Payment Authorization.

Name That Trip or Event Type Answers

1. MyTravel—Individual
2. MyEvents—Celebrating
3. MyTravel—Recruitment
4. MyEvents—Sponsoring

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