Travel Tips

Did you know you can...

- Fax in MyTravel post audit documentation to 822-2658
- Check the status of a MyTravel claim via MyTravel queries.

You should know....

- When requesting a cash advance be aware that they are for meals and incidental expenses only. If you have a Travel Card do not request a cash advance, unless traveling to a remote location, or for long-term travel.
- When submitting a mileage reimbursement claim, please fill out the entire template as each location visited and the dates are required to comply with IRS policy.

MyEvents

Travel has a new online application, MyMeetings and Hosted Events, (MyEvents for short). MyEvents is used for processing official business entertainment, various types of meetings, and programmatic activities. What’s cool is that you can attach stuff like receipts and guest lists so they stay with the online document and are retained as the permanent record. Plus you don’t see a bunch of questions that don’t apply to your situation.

What’s different from before? A big change (supported by UC policy) is that entertainment approval by the person with the delegated authority is no longer necessary for approving expenses for meetings which can now be approved by a fund manager and then our team reviews, approves, and processes. Also, approvers now use MyApprovals to review, open attachments, and—if they want—send to another person for review with comments captured in the approval history.

All in all, MyEvents takes away the guesswork and approvers have more flexibility.

Want more info? Check out My Events on our page in Blink.
Travel Event Planner Card Program

Travel Event Planner (TEP): Is it for you?

UCSD’s TEP card is a Visa card issued by U.S. Bank to employees who coordinate group travel, conferences, or activities for UCSD. With a TEP card, you have a single method of payment for vendors and your department can better control event expenses.

Department Business Officers (DBOs) are responsible for managing proper use of the TEP card, charges to UCSD funds, and liabilities. Cardholders are responsible for ensuring proper use of the card.

UCSD Travel Card conducts post audits of the TEP-RF to ensure that departments are following program responsibilities and using TEP cards appropriately.

Learn more about UCSD’s TEP card program in Blink.

MYTRAVEL TIDBITS

Quick Reminders

When reconciling travel expenses in MyTravel, here are some reminders you should think about before you begin the process:

In Travellink:

- Make sure the traveler has a travel account setup
- Make sure the traveler’s e-mail address is correct

In MyTravel:

- Check for the airfare advances in the airfare tab
- Ensure all the prepayments appear in the claim

For more guidance, see the MyTravel Overview.
Travel All Stars

Following policy and submitting claims correctly and in a timely manner saves everyone time and money.

For their great team spirit and endless effort to learn Travel processes, we’d like to acknowledge and thank this issue’s Travel All Star’s:

David Lamb          Eva Thiveos
Veronica García      Erin Stuberg
Jenny Cantor         Athletics Department

Top 10 reasons to use Connexxus

1. One stop shopping for air, hotel, car, and rail
2. Special UC negotiated pricing available
3. Airfare automatically displays in MyTravel as UCSD Paid
4. Earn double rewards using SWABIZ (Southwest): Earn a free trip after 4 trips instead of 8
5. International consolidator fares now accessible using Premier Gateway
6. Automatic enrollment in business traveler accident insurance (except SWABIZ)
7. Ability to allow designated travel preparers to make travel arrangements for you
8. Personal information is pre-loaded for future trips
9. Rely on service standards of Connexxus partners and support by UCSD Travel, UC Travel Management Services
10. Shows support of UC system-wide efforts and aids in leveraging future benefits

For more information on Connexxus, see an overview or take a look at the discounted rates available.
Disbursements & Travel Open House

Our 2nd Annual Open House will be held on March 18, 2010

You’re invited to attend our second annual OPEN HOUSE at TPCS.

This event will be hosted by Disbursements and Travel.

Join us from 1 -3 pm, Torrey Pines Center South, Suite 430A

Enjoy light refreshments, meet and mingle with management and staff,
then come to Suite 415 to meet members of each team.

We’re looking forward to having the opportunity to meet new people and

Pondering Peg….

Click on a pie piece to get answers to the questions that have Peg pondering.

- How often can I change my Connexxus profile?
- When should I use the TEF form?
- Can I book travel through Connexxus for a non-employee?
- What are the definitions for the events terms in MyEvents?
- Can anyone be reimbursed for their moving expenses?
- What if I need to claim less than the per diem rate?
- What are the definitions for the events terms in MyEvents?

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