

**UNIVERSITY OF CALIFORNIA ACADEMIC SENATE
TRAVEL POLICIES AND REIMBURSEMENT PROCEDURES
2007-2008**

The Systemwide Academic Senate **will reimburse travel expenses for UCOC-approved Senate members (or their alternates) serving on Universitywide Academic Senate Committees.** Travelers are responsible for their own travel arrangements. **Travelers must contact UCLA Travel to book flights. Details can be found under “Reservation Procedures” on page 2.**

SUBMISSION OF REIMBURSEMENT CLAIMS:

UC travel policy requires that all Travel Expense Vouchers (TEVs) must be submitted within 21 days after completion of a Senate approved business trip. UCOP policy states that TEVs RECEIVED AFTER THE 21 DAYS LIMIT WILL NOT BE REIMBURSED.

RECEIPTS WILL BE REQUIRED FOR ALL EXPENSES SUBMITTED FOR REIMBURSEMENT. The only exception will be for station-to-station BART rides.

Payment will be issued directly to the traveler. Please note that UCLA Accounting cannot reimburse non-UCLA & non-OP issued Corporate Diners’ Club, Master Card or Visa accounts.

Travelers should submit claims for reimbursement using their campus TEV form or download a form at <http://www.universityofcalifornia.edu/senate/resources/tev.xls>.

FOR ALL FACULTY: For reimbursement, the following is required by UC and Senate policies:

- ⌚ Sign your TEV;
- ⌚ Include the purpose of the trip, date and location;
- ⌚ Include your UC Employee number and complete mailing address;
- ⌚ Include the original airfare receipt/ticketless confirmation statement, and amount paid.
Method and proof of payment MUST also be included;
- ⌚ Provide a round number (no decimal) if you are claiming mileage¹;
- ⌚ Include the original car rental receipt (No insurance or upgrade fee will be reimbursed)²;
- ⌚ Include the original hotel bill if you are claiming lodging³ **that was pre-approved. Bill must show zero balance;**
- ⌚ Include the original **itemized** meal receipts⁴. Alcoholic beverages CANNOT be reimbursed;
- ⌚ Forward signed TEV and *original receipts* to:

**Daniel Leung, Fiscal Assistant
University of California
Academic Senate
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200**

FOR UCLA FACULTY ONLY: In addition to the above procedure, UCLA faculty are required by UCLA Accounting to logon to the UCLA Express System (www.express.ucla.edu) to review and submit claims after the Systemwide Senate Office has input them in the System on behalf of the faculty (as proxies).

¹ The current standard mileage reimbursement rate for using your **Personal Car is \$0.505 per mile** (effective 01/01/08).

² When using these agencies do NOT sign for insurance coverage since UC already has coverage. (For more information about insurance and liability: <http://www.ucop.edu/purchserv/travelinfo.html>.) In addition, do NOT sign up for an upgrade. Charges incurred for an upgrade will NOT be reimbursed per UC policy.

³ For one-day meetings, lodging is only allowable if approved in advance by the Executive Director (mbertero@ucop.edu) and certain conditions are met.

⁴ Travelers are NOT eligible for meal reimbursement if the trip is 12 hours or less. Itemized receipt is required, and NO alcohol is allowed to be reimbursed.

FOR SENATE COMMITTEE MEMBERS AND APPROVED TRAVELERS:

AIR TRAVEL

1. The Office of the President (UCOP) requires that travelers who are to be reimbursed by the Senate Office must use the UCLA Travel Service to book flight reservations using the Senate PAC for payment. These reservations have been fare negotiated with certain carriers, and reservations are transferable and/or refundable to the PAC in the event of meeting cancellation. There are no out-of-pocket costs to the traveler.
2. The Senate will reimburse State fare airfare purchased 14 days in advance of a meeting, or published airfare lower than the State fare. Exceptions will be made for alternates who did not receive sufficient advanced notification.
3. **Only coach or the most economical airfare will be reimbursed per UC policy.**⁵ If a medical condition necessitates first class, please submit a letter from the traveler's doctor prior to any travel for an exception to the Executive Director.
4. **No out of state travel will be reimbursed** without prior approval by the Executive Director.
5. **Travelers who choose not to use UCLA Travel** to make flight reservations and pay for the flights themselves will only be reimbursed up to the cost of the corresponding UCLA Travel rates. **The Senate Office will NOT reimburse these tickets if meetings or flights are cancelled.** (Travelers purchase their own tickets at their own risk.)

RESERVATION PROCEDURES FOR ACADEMIC SENATE COMMITTEE TRAVELERS

1. Call or email UCLA Travel to book your flight.
Contact: Gay Kurahashi, UCOP Travel Counselor
Phone: (800) 235-UCLA (Press option 1 and then 1 again; **for urgent assistance after business hours, press option 3**)
Email: gkurahas@finance.ucla.edu
UCLA Travel prefers that **travelers contact Gay Kurahashi by email to reserve a flight.** However, should the traveler make reservations online at UCLA Travel's website: http://www.travel.ucla.edu/new/Res_Request_UCLA_UCOP.html, **please make sure to select "UCOP Business" under the "Nature of Trip" field.** Otherwise, the default "UCLA Business" will route all requests to a team not responsible for UCOP travel requests, which will severely slow down the reservation process.
2. Provide your name, committee name, and meeting date. Make sure to mention that it is a **meeting of the UC Systemwide Academic Senate Office** and indicate that a PAC number has already been issued by Daniel Leung from that office. UCLA Travel will confirm that you are an authorized Senate traveler.
3. Once you have completed your reservation, UCLA Travel will email you an itinerary. To ensure that your reservation has been ticketed, click on the Virtually There link and verify that you have received an **"ELECTRONIC TICKETLESS RESERVATIONS RECEIPT" with a confirmation number.** You must have a confirmation number for ticketless check-in. **(Please also forward the email to daniel.leung@ucop.edu if not already cc'd.)**
4. After your trip, submit a signed TEV and the e-ticket receipt. **IMPORTANT: Per UCOP policy, travelers who do not submit a TEV within 21 days after the end of a trip will not be approved for future reservations or reimbursements. If you are unable to attend a meeting, please be sure to cancel your reservation.**

If you will be traveling multiple times during the year, it may be helpful to establish a traveler profile. You can complete a profile form at http://www.travel.ucla.edu/new/travel_resources.shtml (click on Traveler Profile.)

If you encounter problems with your reservations and need urgent assistance, the UCLA Travel office can be reached 24 hours at 800-235-UCLA.

⁵ Do not book "Business Select" on Southwest. This type of tickets is considered an upgrade and is not reimbursable.

SURFACE TRANSPORTATION

1. Reimbursement for surface transportation is not to exceed airfare plus the cost of transportation to and from the airports when air travel is available.
2. The current standard mileage reimbursement rate for using your Personal Car is \$0.505 per mile (effective 1/1/08).
3. If you choose to use a Campus Fleet Car, the Senate will not assume responsibility for any liability or damage. Please note that some campuses have designated parking areas for Campus Fleet Cars. Unless you park in those areas you must obtain a parking permit to avoid a parking violation ticket.
4. The Office of the President has negotiated contracts with several Rental Car agencies for employees traveling on University business. Please note that when choosing to rent a car, reimbursement will be made only when traveler can show that the cost was more advantageous than other forms of transportation. To take advantage of the preferred rates, provide the UC Corporate I.D. number when making a reservation (<http://www.ucop.edu/purchserv/travelinfo.html>):
 - ALAMO 800/732-3232
 - AVIS 800/331-1212
 - BUDGET 800/527-0700
 - ENTERPRISE Location Enterprise Office
 - HERTZ 800/654-3131
 - NATIONAL 800/227-7368
5. **When using these agencies do NOT sign for insurance coverage or an upgrade;** these rental companies provide primary coverage under the UC contract when driving on University business. If renting from an agency other than those listed above, the Senate will not reimburse insurance costs. (For more information about insurance and liability: <http://www.ucop.edu/purchserv/travelinfo.html>.) In addition, do not sign up for an upgrade. Charges incurred will NOT be reimbursed per UC policy.
6. **BART, Bus, Shuttle, Taxi, and Other Local Transportation**
Original receipts are required to receive reimbursement; please submit them with the TEV. Station-to-station BART costs are the only expense that does not require a receipt. **Please do NOT submit BART tickets with money remaining on them.**

LODGING

1. For one-day meetings, lodging is only allowable if approved in advance by the Executive Director (mbertero@ucop.edu) and if one of the following conditions is met:
 - a. If the traveler is on travel status prior to 6:00 a.m. or after 10:00 p.m.;
 - b. For health-related reasons;
 - c. Traveler will attend another Senate approved function the day before or the day immediately following the meeting or another non-senate functions if the other party will share the cost.
2. For two-day meetings, one night's lodging is automatically approved for members on travel status.
3. If approved, lodging is not to exceed \$180 per night (excluding taxes). **Please request the UC/state government rate if available and obtain a statement from the hotel that shows a zero balance.**

MEALS

1. A morning snack, lunch, and afternoon snack are provided at most meetings.
2. Travelers are not eligible for meal reimbursement if the trip is 12 hours or less. If the trip is more than 12 hours but less than 24 hours, the travelers will be reimbursed the ***ACTUAL COST OF THE MEAL as indicated on an original ITEMIZED receipt***, subject to the maximum of \$42 (the daily maximum for meal reimbursement is \$64 for trips more than 24 hours).
3. **Alcoholic beverages will not be reimbursed.**
4. Reimbursement requests that include meals for other individuals are considered an entertainment cost and such costs are not reimbursable without prior approval from the Executive Director.

COMBINED TRAVEL

1. When completing a travel voucher for combined travel expenses, the Senate office will reimburse only those expenses relating to Senate business.

STUDENT TRAVEL

1. **The Senate office does not handle reimbursements for student representatives.** Students claiming travel expenses should contact Susan Shinomoto, UCOP Student Academic Services, at (510) 987-9598 or email Susan.Shinomoto@ucop.edu.