

**UNIVERSITY OF CALIFORNIA ACADEMIC SENATE
TRAVEL POLICIES AND PROCEDURES:**

**ARRANGING/BOOKING TRAVEL
2009-2010**

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 making their own travel arrangements. These Procedures provide step-by-step instructions for arranging travel and submitting claims for reimbursement, along with reference to the policies that govern what will and will not be approved. Important: Keep all receipts. File your Travel Reimbursement Form within 21 days. A convenient summary of the UCOP travel policy (Business and Finance Bulletin G-28) is available at <http://www.ucop.edu/ucophome/policies/bfb/g28summary.pdf>. The complete policy document is at <http://www.ucop.edu/ucophome/policies/bfb/g28.html>.

Making Airline Reservations

Travelers who will be reimbursed by the Senate Office should use the [UCLA Travel Center](#) to book flight reservations. Flights booked through the Center will be billed directly to the Systemwide Senate office, not to the traveler. Travelers who book their flights without using the UCLA Travel Center must charge the fares to their own credit cards and request reimbursement after the travel is completed. The following rules apply:

The Senate will reimburse only the amount the same flight would have cost if booked through UCLA Travel Center. The Senate will not reimburse costs of cancelling or changing reservations if a meeting is cancelled.

- i. Unless the traveler has a medical condition requiring higher class seats, UC will reimburse only the most economical airfare. Upgrade fees, e.g., for Southwest's "Business Select" fare, will not be approved.
- ii. In advance of the meeting, a traveler with a medical condition must submit to the Executive Director a doctor's letter explaining why a higher class of travel is medically necessary.
- iii. No out of state travel will be reimbursed without prior approval by the Executive Director.

Process

1. Faculty may book their flights over the phone/email or through the UCLA Travel website:By phone/email: 1) Call or email UC Travel Center to book your flight (call Gay Kurahashi at (800) 235-UCLA, or email her at gkurahas@finance.ucla.edu); or 2) through the UCLA Travel website (http://www.travel.ucla.edu/new/Res_Request_UCLA_UCOP.html). Make sure to change "Nature of Trip" to "UCOP Business." Otherwise, the request will be routed to the wrong team and the reservation may not be completed in time for the trip.

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2. Provide your name, committee name, and meeting date. Tell the service representative that you are attending a meeting sponsored by the UC Systemwide Academic Senate Office and that a PAC number for the meeting has already been issued by UCOP's Business Resource Center. UC Travel will confirm that you are an authorized Senate traveler.
3. Once you have completed your reservation, UC 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 BRCBlue@ucop.edu if not already cc'd.)
4. Keep a copy of your e-receipt.

Non-Air Travel (car, bus, train, etc.)

When air travel is available, reimbursement for surface transportation may not exceed airfare plus the cost of transportation to and from airports. The current standard mileage reimbursement rate for a personal vehicle is \$0.55 per mile (effective 1/1/09). 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. A car rental will be reimbursed only when the traveler can show that it was more economical than other forms of transportation. No charges for insurance or car upgrades will be reimbursed.

Process:

1. The Office of the President has negotiated contracts with the following rental car agencies for employees traveling on University business: Enterprise, Hertz and National.
2. Call or email the UCLA Travel Center to reserve a rental car (Gay Kurahashi, (800) 235-8252; email: gkurahas@finance.ucla.edu)
3. Alternatively, make your own reservations directly with the rental car agency. Details can be found at <http://www.ucop.edu/travel/car.html>.
4. When renting a car, do NOT accept the agency insurance coverage or an upgrade. You will NOT be reimbursed for these charges. (For more information about insurance and liability: <http://www.uctrips-insurance.org/>).
5. For trains, shuttles and taxis: Keep your original receipts or ticket stubs. Station-to-station BART and local bus tickets are the only expenses that do not require a receipt.

Lodging

For one-day meetings, lodging is only allowable if approved in advance by the Executive Director (mwinnack@ucop.edu) and if one of the following conditions is met:

- i. The traveler is on travel status prior to 6:00 a.m. or after 10:00 p.m.;
- ii. Health-related reasons (documented);

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- iii. Traveler will attend another Senate approved function the day before or the day immediately following the meeting; or
- iv. Traveler will attend another non-Senate function the day before or the day immediately following the meeting, and the other party will share the cost.

For two-day meetings, one night's lodging is automatically approved for members on travel status. Any additional nights must be approved by the Executive Director in advance of the meeting. If approved, lodging is not to exceed \$180 per night (excluding taxes). UC has negotiated favorable rates with the following hotel chains: Marriott, Starwood Hotels, and Wyndham Hotel Group. Direct links to their reservation sites are available at <http://www.ucop.edu/travel/agreements.html>.

Process:

1. (***Preferred Option***) Call or email the UCLA Travel Center to book your hotel at UC or government rate. Provide a personal or corporate credit card number. Your hotel cannot be prepaid, and no PAC number is necessary.
2. Alternatively, traveler may book directly with the hotel, using your credit card.

Meals

Under University travel policy (BFB G-28, Policy and Regulations Governing Travel), travelers will not be reimbursed for meals during a trip of less than 24 hours unless the traveler provides documentation that he or she was away from home overnight. Please refer to the policy on "Arranging Lodging" above for information on when overnight stays are authorized. For those meals that are reimbursable, travelers will be reimbursed the ACTUAL COST OF THE MEAL, as documented on an original ITEMIZED receipt. The maximum amount for meals as set by UC policy is \$64 for each overnight stay. Alcoholic beverages will not be reimbursed. Only the traveler's own meals will be reimbursed. A morning snack, lunch, and an afternoon snack are provided at most Senate meetings. For such meetings, no individual claims for lunch will be reimbursed.

Process:

1. Keep all original receipts.
2. When two or more attendees at the same meeting eat together, each traveler must request their own receipt and reimbursement. Keep your receipts.