

## TRAVEL POLICIES AND REIMBURSEMENT PROCEDURES

2003-2004

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.

**SUBMISSION OF REIMBURSEMENT CLAIMS**

**In accordance with UC travel policy, *Travel Expense Vouchers (TEVs)* must be submitted *within 21 days* after completion of a trip. TEVs NOT RECEIVED WITHIN THIS TIME PERIOD WILL NOT BE REIMBURSED.**

- 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>.

To expedite the reimbursement process, please be sure to:

- Sign your TEV
- Include the purpose of the trip, date and location
- Include your Social Security number or UC Employee number, and complete mailing address
- Include the original airfare receipt/ticketless confirmation statement <sup>1</sup>
- Include your license plate number if you are claiming mileage <sup>2</sup>
- Include the original car rental receipt (No insurance will be reimbursed) <sup>3</sup>
- Include the original hotel bill if you are claiming lodging that was pre-approved (Bill must show zero balance) <sup>4</sup>
- Include the original itemized meal receipts <sup>5</sup>
- Forward signed TEV and *original receipts* to:

**Daniel Leung, Fiscal Assistant  
University of California  
Academic Council Office  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, CA 94607-5200**

**<sup>1</sup> AIR TRAVEL**

- 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.
- Only coach airfare will be reimbursed. If a medical condition necessitates first class, please submit a letter from the traveler's doctor prior to any travel for an exception.

**FOR UCI, UCLA, UCR, UCSB, UCSD TRAVELERS: To obtain State fares, PAC numbers will be issued by the Systemwide Senate office for use with UCLA Travel. (Please refer to the addendum attached for specific reservation procedures.)**

## **SURFACE TRANSPORTATION**

- Reimbursement for surface transportation is not to exceed airfare when air travel is available.
- <sup>2</sup> The current standard mileage reimbursement rate for using your **Personal Car** is **\$.375 per mile** (effective 1/1/04).
- 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.
- 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 identification number when making a reservation (<http://www.ucop.edu/matmgt/uctr.html#cars>):
  1. [Alamo Rent A Car](#)
  2. [Advantage Rent-A-Car](#)
  3. [Avis Rent A Car](#)
  4. [Budget Rent A Car](#)
  5. [Enterprise Rent A Car](#)
  6. [Hertz Corporation](#)
  7. [National Car Rental System](#)
  8. [National Young Renters](#)
- <sup>3</sup> When using these agencies do NOT sign for insurance coverage; 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/matmgt/ppp/coverage.html>)

## **LODGING**

- For one-day meetings, lodging is highly discouraged. If overnight lodging is necessary, it must be approved in advance by the Executive Director ([mbertero@ucop.edu](mailto:mbertero@ucop.edu)). In those cases, lodging will only be approved in which travel must start prior to 6:00 a.m. or ends after 10:00 p.m., or for health-related reasons.
- For two-day meetings, one night's lodging is automatically approved for members on travel status.
- If approved, lodging is not to exceed \$180 per night. Please request the UC/government if available and obtain a statement from the hotel that shows a zero balance.

## **MEALS**

- A morning snack, lunch, and afternoon snack are provided at most meetings.
- You are not eligible for meal reimbursement if your trip is 12 hours or less. If your trip begins before 6:00 a.m. and ends after 7:00 p.m. you will be reimbursed the **ACTUAL COST OF THE MEAL** as indicated on an *original receipt*, subject to the daily maximum of \$33. This per diem rate will be adjusted when meals have been furnished at the meeting without charge.
- Alcoholic beverages will not be reimbursed.
- 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**

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

## **STUDENT TRAVEL**

- The Senate office does not handle reimbursements for student representatives. Students claiming travel expenses should contact Alicia Wilkins, UCOP Student Academic Services, at (510) 987-9557 or via email at [Alicia.Wilkins@ucop.edu](mailto:Alicia.Wilkins@ucop.edu).

## RESERVATION PROCEDURES FOR UCI, UCLA, UCR, UCSB, UCSD 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)

Email: [gkurahas@finance.ucla.edu](mailto:gkurahas@finance.ucla.edu)

2. Provide your name, committee name, and meeting date. Also indicate that a PAC number has already been issued by Daniel Leung from the UC Academic Senate 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](mailto:daniel.leung@ucop.edu) if not already cc'd.)
4. After your trip, submit a signed TEV and the e-ticket receipt. **IMPORTANT: 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](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.