

**UCSD School of Pharmacy and Pharmaceutical Sciences
Office of Student Affairs
Guidelines for Reimbursement of Travel Expenses**

The SPPS Office of Student Affairs (OSA) wishes to provide reasonable support for students to travel to, provide representation at and participate in professional pharmacy association meetings.

Reimbursement of Travel Expenses

Students returning from a trip must turn in all receipts for reimbursement within 10 school days from the date you return from the trip. All receipts must be turned in together at once. **Original receipts are required for all reimbursements.** (The below guidelines assume the SPPS OSA Application for Support for Professional Activities is already approved.)

Travel reimbursements may only be processed upon return from a trip. So any expenses incurred by the student prior to the trip cannot be reimbursed until they have returned from the trip.

Travel reimbursements that are accurate and complete are typically processed and a check generated to the student within 10 school days of receipt. So you can expect your travel reimbursement in about two weeks from the time you turn in your receipts.

Registration Fee

A student's registration fee will be reimbursed by the OSA by following the below steps.

- Forward a completed copy (a copy of this document is acceptable for reimbursement) of the registration fee form to the OSA for processing and reimbursement.
- Keep a copy of the completed registration fee form for your records.

Hotel

A student's hotel bill may be reimbursed by the OSA by following the below steps.

- Forward the original hotel bill (you get this when you checkout of the hotel) to the OSA for processing and reimbursement.
- Keep a copy of the hotel bill for your records.

Air Fare

A student's air fare will be reimbursed by the OSA by following the below steps.

- Forward the original plane ticket, or if the plane ticket is ticketless, the flight itinerary provided by the airlines or travel agency, to the OSA for processing and reimbursement. If air fare is purchased over the Internet then a copy of the Internet receipt is acceptable if it **shows payment by your credit card** with a zero balance due.

Rental Car Reimbursement

A student's rental car fees may be reimbursed by the OSA by following the below steps.

- Provide the original rental car receipt to the OSA for processing and reimbursement.
- Keep a copy of the rental car receipt for your records.

Rental Car Tips for UCSD Student Pharmacists

Select a car rental agency and determine the UCSD identification number for the selected agency.

These agencies, with UC agreements, have the following UCSD ID numbers:

- [Advantage](#): **150564-FSC (Code UNIVCAL)**
- [Alamo](#): **421554 (Code BX)**
- [Avis](#): **A/A1288-19**
- [Budget](#): **T449001**
- [Enterprise](#): **UCSYST (CA only)**
- [Hertz](#): **72129**
- [National](#): **5436151**

Contact the rental car agency.

Dial the phone number of the selected agency:

- Alamo (800) 732-3232
 - Avis (800) 331-1212
 - Budget (800) 527-0700
 - Enterprise Contact local agency
 - Hertz (800) 654-3131
 - National (800) 227-7368
- Tell the agent that you are renting a car for UCSD business travel and that you want the University rate.
 - Provide the agent with the appropriate UCSD identification number shown above.
 - Make sure to request both the collision damage waiver (CDW), also known as a loss damage waiver (LDW), and the supplemental liability insurance (SLI) coverage.

Note, when you pick-up the rental car, you may be asked to prove you are a UCSD student pharmacist so bring your student ID card with you.

Personal Car Mileage Reimbursement

A student's personal car mileage may be reimbursed by the OSA by following the below steps. Reimbursement will be provided based on the current UCSD mileage rate (as of 1/1/2011 51cents per mile.)

- Provide the OSA with the round-trip mileage from home to the professional meeting (we recommend using Map Quest as a mileage guide.)
- Provide the OSA with the make, model, and year of the car, along with the license plate number.

Reimbursement for Meetings in the San Diego Area

A student pharmacist attending a conference in the San Diego area is not on travel status as the conference location is in the vicinity of the residence or headquarters. As a student, you:

- May request reimbursement for applicable mileage and/ or parking fees
- May **not** claim subsistence expenses such as lodging, or meals and incidentals

Questions about Travel

Please do not hesitate to contact staff in the OSA if you have any questions of travel expenses.