

University of California, San Diego (UCSD)
Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS)

Guidelines for Pre-Payment and Reimbursement of Travel Expenses

(ongoing updates as UCSD Travel policies change)

The SSPPS business administration works with faculty, staff and students to minimize out-of-pocket expenses for professional travel. We will assist you by pre-paying and/or reimbursing you for travel expenses in a timely manner. Please contact your supervisor for funding approval before making any travel commitments. The Admin will verify supervisory and funding approval, and process your travel expenses within 5 business days of receipt.

Travelers make their own reservations.

Any expenses incurred prior to the trip cannot be reimbursed until after the trip.

Travel protection plan insurance fees are **not** paid nor reimbursed by UCSD.

For Visiting Scholars, follow policies at this link: <http://blink.ucsd.edu/travel/training-guidelines/visitors/scholars.html>

Travel Less than 24 Hours: The University will **not** pay for meals and incidentals for travel that is less than 24 hours.

A. Pre-Payment of Travel Expenses

Your Admin can pre-pay registration and hotel deposit if complete and proper documentation is provided at least 15 business days prior to the event (or the event deadlines, whichever comes first). All pre-payments for any one trip must be requested at the same time.

Travel Event Number must be generated. Information needed by the Admin to generate an event number:

- Name of Traveler (first and last name)
- Address of Traveler
- Dates of Travel (departure and return dates)
- Business Purpose for the Travel
- Location of Travel (city/state or city/country)
- Estimated total cost of the trip
- Index number of account funding this trip

Registration Fee (pre-paid)

- Complete the registration fee form. (Look for “early registration fee” price reductions and take advantage of them when possible.)
- Forward the completed original registration fee form to the Admin for processing and pre-payment. The original form will be mailed with the check to the professional meeting.
- Keep a copy of the completed registration form for your records.
- Check with the conference organization to confirm they received payment.

Lodging (pre-paid)

- Contact the hotel and make the hotel reservation in the traveler's name.
- You may need to use your credit card to hold the room. You can ask the hotel **not** to charge the credit card, because UCSD will be sending a check.
- Ask the hotel to email you a copy of the hotel bill, including your confirmation number.
- Forward the hotel bill to the Admin for pre-payment.
- Keep a copy of the hotel bill for your records.
- Check with the hotel to confirm they received payment.

Air Fare (pre-paid) (Two Options)

→ Pre-paid AirFare Option 1: Balboa Travel contact information. Ask for UCSD-dedicated agents:

- Provide the Balboa Travel agent with the UCSD event number (described on page 1), your Department – School of Pharmacy and Pharmaceutical Sciences, and your mail code.
- Travel protection plan insurance fees are **not** paid by UCSD.
- UCSD does pay the fee for using Balboa Travel.

Phone: 858-678-3752 **Toll-free:** 888-617-5005
E-mail: ucsdtrvl@balboa.com

Balboa Travel Address:
5414 Oberlin Drive
San Diego, CA 92121

Balboa Travel Emergency: (800) 359-8773 (I.D. Code B7J0) This number is not a reservation or information line. Use for emergency travel situations only.

→ Pre-paid Airfare Option 2: Connexus, UC's Online Travel Program. Detailed Guidance: <http://blink.ucsd.edu/travel/booking/connexus/>

- Connexus is a secure Web portal for booking UCSD business travel.
- Searches a comprehensive airfare inventory, including UC-negotiated prices
- Reduces out-of-pocket expenses. UCSD pre-pays airfare and the expense automatically displays in your MyTravel expense claim as a UCSD-paid item.
- Saves time as a single source for air, car, and hotel reservations
- Provides automatic Business Travel Accident Insurance coverage
- Can store your UCSD Travel Card for hotel and rental car expenses
- Has built-in guidance for compliance with UC travel policy
- Provides quick access to contacts in case of emergency.

B. Reimbursement of Travel Expenses

The U.S. IRS has mandated that travel reimbursement must be completed within 45 days of travel, beginning the day after travel ends, to avoid expenses being reported as **your taxable income**. Please give the Admin your request form (link below) and all original receipts within 5 days of the travel end date.

Travel Reimbursement form:

http://pharmacy.ucsd.edu/administration/docs/Travel_Expense_Form.pdf

All receipts must be submitted together at the same time, small ones taped in chronological order to 8-1/2" x 11" paper, one side of the paper only, in categories of "airfare," "ground transportation," "lodging," "meals," "registration," "other." Original, itemized receipts are required for all reimbursements.

If an entire credit card number was printed on the receipt, please block out all digits except the last four.

Any expenses incurred prior to the trip cannot be reimbursed until after the trip.

Travel protection plan insurance fees are **not** paid nor reimbursed by UCSD

Travel Packages (Expedia.com or similar companies): The University will **not** provide travel reimbursement for any travel purchased via a combined travel package, such as Expedia.com or similar, even if they are less expensive. The reason is that itemized receipts are not available for these package deals.

UCSD employees are reimbursed by direct deposit to their bank account. This should be the same as direct deposit payroll. If you have not set up either process, please do so with this form:

http://www-bfs.ucsd.edu/dis/pdf/Disb_Dir_Dep.pdf

Travel Less than 24 Hours: The University will **not** reimburse for meals and incidentals for travel that is less than 24 hours.

San Diego Meetings (limited reimbursement)

UCSD reimburses (or pre-pays – see pre-payment info on page 1): registration fee and applicable parking fees. UCSD does not reimburse for lodging, meals, nor incidentals when meetings are in San Diego because the traveler is not on "travel status."

Registration Fee (reimbursement)

Attach a copy of the registration fee form to the Travel Request Form. It needs to show your name, the name, dates, location of the conference; method of payment, and proof of payment (showing zero balance due).

Air Fare (reimbursement)

Fly America Act. All U.S. government-financed (example: NIH grant-funded) air travel must be performed by U.S. air carrier services where such service is available.

UCSD reimburses basic economy airfare only. Attach the original airfare receipt to the Travel Request Form. If airfare was purchased online, a copy of the internet receipt is acceptable as long as it proves that you paid, shows how you paid, and states zero balance due.

Travel protection plan insurance fees are **not** reimbursed by UCSD.
Reasonable extra baggage fees **are** reimbursed (one bag).

Ground Transportation (reimbursement)

Attach original receipts showing travel date & proof of payment to the Travel Request Form.

Taxi to/from the airport OR Parking near the airport are reimbursable, as well as other necessary ground transportation while on University travel status.

UC Travel Policy states that, when surface transportation is used in lieu of air travel, the traveler can only claim the cost of regular coach/economy airfare for the location of travel, plus transportation costs to & from the airport. Please provide supporting documentation of airfare for comparison.

Rental car fees plus extra gas when returning the car can be reimbursed.
UCSD does **not** reimburse insurance costs.

Personal Vehicle Mileage (reimbursement)

An employee's personal vehicle mileage may be reimbursed based on the current UCSD mileage rate.

Round-trip mileage is from home or from UCSD to the professional meeting. (Online maps/directions can be helpful in providing mileage.)

Driving vs. Flying: The University will reimburse for mileage up to the cost of round-trip coach air fare only. If flying round-trip is more economical than driving, then it is recommend you fly to the meeting.

If mileage is the Only travel expense, please complete this form instead of the Travel Expense form:
http://pharmacy.ucsd.edu/administration/docs/Mileage_Reimbursement_Form.pdf

Lodging (reimbursement)

- Attach the original lodging receipt to the Travel Request Form. The receipt (portfolio) was provided to you when you checked out of the hotel. UCSD requires the lodging statement even if the bill was pre-paid.
- The receipt needs to be itemized by daily fee with daily tax, and show method of payment with zero balance due.
- Booking fees are **not** reimbursable.
- Air BnB – type lodging options can be reimbursed, if the receipt meets University requirements. The traveler assumes any risk. For example, the room(s) may not be ADA-compliant, might

have blocked escape routes, might not have operational smoke and carbon monoxide detectors; and their rules allow video cameras inside.

- Expedia – type booking agencies are discouraged unless they provide the required itemized receipt.

Meals (reimbursement)

UCSD requires original **itemized** receipts for all University business meals. Alcohol beverages are **not** reimbursed while on travel status. Please tape receipts, in chronological order, to 8-1/2" x 11" paper, one-sided.

If there was a group meal for official University business, the first choice is to request a separate itemized receipt for each traveler. If the restaurant is unable to provide separate receipts, then one person should keep the original itemized receipt. A group receipt can be reimbursed by using the form at this link. It requires a detailed explanation of the business purpose, plus a list of attendees, their titles & professional affiliations.

http://pharmacy.ucsd.edu/administration/docs/Meetings_Events_Form.pdf