



## TRAVEL REIMBURSEMENT OVERVIEW FOR FACULTY

### Before the Travel:

Let us know ahead of time if you are traveling or hosting inbound travelers, and we can work with you on questions during the travel reimbursement process. Let us know: any reimbursement maximums, list of conference travelers, what kinds of expenses are expected, etc.

**Selena Sweeney** ([sweeney@ihc.ucsb.edu](mailto:sweeney@ihc.ucsb.edu)) is the primary IHC contact for travel reimbursement.

### What We Cannot Reimburse:

- Travel expenses paid for others
- Domestic travel:
  - Over the \$275/day max for hotels (including tax)
  - Over the \$62/day max for meals and incidentals
- Foreign travel daily meal and hotel maximums listed by location [here](#)
- Car rental insurance charges - [see details](#)
- Alcohol
- Car service/limousines
- Upgrades to Business Class/First Class
- Personal expenses

*Any exceptions require a justification memo submitted in advance of the travel.*

### How to Get Reimbursed:

- Fully complete [Domestic](#) or [Foreign](#) Travel Reimbursement Form
- Original "wet" signatures are needed from both traveler and approver
- Include a flyer or agenda for the related event
- Have complete receipt documentation, which should include:
  - Date
  - What was purchased
  - Amount with sales tax breakdown
  - Proof of payment
  - Who paid – sign the receipt if this info is not included

*All documentation is needed within 30 days of the end of the trip.*

### Alternatives to Reimbursement:

- Connexus direct bill for [Airfair](#)
- Direct bill agreements with local [Hotels](#)
- Travel Advances (UC employees/students only) - [see details](#)

## Additional Details:

### For rental car reimbursements:

UC has a system wide car rental program with Enterprise, Hertz, and National Rentals within the United States that includes full coverage for CDW and LDW. Drivers should DECLINE CDW/LDW/SLI, but make sure that the campus CDP# is printed on the traveler contract at the time of rental. If the number is not printed on the contract and there is damage to the car, drivers will be responsible for any damage claims made by the rental company and/or a third party.

*Any purchase of additional insurance for rentals within the US is not a reimbursable expense (unless special circumstances apply – please check with your campus travel office first).*

- Enterprise and National - CDP# **XZ32A01**
- Hertz - CDP# **72130**
- **Traveler needs to ask for University of California negotiated rate at time of booking and reference CDP numbers above.**
- Cannot reimburse for additional insurance purchased with rental

### For airfare direct billing:

Can be charged directly to UC funds if purchased through CONNEXXUS\*

1. Begin online booking via: <https://travel.ucop.edu/connexus/>
  2. Review itinerary and save as "ticket on hold."
  3. Forward the itinerary to [sweeney@ihc.ucsb.edu](mailto:sweeney@ihc.ucsb.edu) to request a Direct Bill Authorization Number (DBAN).
  4. Upon receipt of the unique DBAN for the trip, you can finish booking/purchasing the itinerary.
- \*must be an active UCSB employee to access CONNEXXUS*

Hotels with direct bill agreements:

[Best Western South Coast Inn](#)

[Best Western Pepper Tree Inn](#)

[Franciscan Inn](#)

[Eagle Inn](#)

[Upham Hotel](#)

[Hilton Garden Inn](#)

### Travel advances:

Reimbursements can be made prior to travel for pre-paid expenses, such as conference registration or airfare, if requested 30-90 days before departure.

1. Complete and sign a [Travel Advance Worksheet](#).
2. Submit travel advance worksheet, conference schedule (if applicable), and original receipts.
3. To close out the advance, submit a reimbursement worksheet with all trip expenses within 30 days of the end of the trip.