



UCEAP Travel for: Attending General and Study Center-Specific Orientations in Santa Barbara

Includes UC Faculty Study Center Directors, Visiting Professors, and Study Center Staff

UCEAP Travel Desk is responsible for booking travel to and from the relevant cities. The Travel Desk will also be responsible for processing your reimbursement for costs relating to these trips. Please contact the following:

Leeanne Figueroa, UCEAP Travel Coordinator

travel@eap.ucop.edu
(805) 893-2748

Leeanne will provide you with a *UCEAP Post Travel Expense Voucher*. Please complete and mail to:

**UC Education Abroad Program
6950 Hollister Avenue, Suite 200
Goleta, CA 93117-5823
ATTN: TravelDesk**

GENERAL UCEAP TRAVEL GUIDELINES

UCEAP Policy requires that all travel be the most economical method and fares that are available.

Air:

Please contact the UCEAP TravelDesk as soon as possible.

Air travel ticketed through UCLA Travel is prepaid, so you will not incur out of pocket expenses for your flights.

Please be specific with details about your:

Seat preferences; origin/destination airports; preferred departure/arrival times; and any special instructions, including your frequent flyer numbers.

Important note:

If you prefer to book your own travel, you are required to get a quote from the TravelDesk first! If your fare exceeds the quote, you will be responsible to pay the difference. Personally purchased airfares are reimbursed upon completion of your travel. Please keep all flight ticket stubs and receipts to turn in with your reimbursement voucher.

Car:

If you are using your own personal vehicle, you are required to maintain liability coverage. Please provide the total round trip miles on your reimbursement expense form.

If a rental car is needed, the UC Rental Contract Rate should be used. Please contact the TravelDesk for reservations or to receive the Corporate Discount Number. Sport Utility vehicles (SUVs) are not covered. Although the UC Rate may be higher, it incorporates liability insurance and contact information in case of an accident. If you rent at the UC Rate, **DO NOT PURCHASE ADDITIONAL INSURANCE. UC Policy does not allow for reimbursement of insurance.** Please remember to obtain a copy of the final rental car invoice to submit for reimbursement.

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Meals for General Orientations in Goleta:

No meals are covered if the trip is under 12 hours.

All meals to be provided, no meal/incidentals expenses will be reimbursed.

Meals for Study Center-Specific Orientations in Goleta:

No meals are covered if the trip is under 12 hours.

Domestic Meal Cap: \$64 per day

There is no domestic per diem. The meal cap represents the highest daily amount that you may be reimbursed.

Original receipts are required, regardless of the amount. You can submit a written explanation for any lost receipts under \$75.

If meals are provided to you at no cost, the total amount is reduced accordingly.

Spousal Meals/Travel: not covered

According to UC policy, we cannot cover the cost of your spouse - whether travel costs or meals - during your trips for interviews and orientations.

Travel costs to your Study Center location are covered on a case-by-case basis and are discussed with your Study Center Accountant during your Study Center-Specific Orientation.

Alcohol Purchases: not covered

Per UC policy, we cannot cover the cost of alcohol.