



UCEAP Travel for:

Relocation to and from the Study Center

*For UC Faculty Study Center Directors and Visiting Professors during term of appointment and **all travel** for spouses and dependent children*

The appropriate Study Center Accountant (listed below) will serve as your first contact.

The Study Center Accountant will forward the necessary information to UCEAP TravelDesk in order to make final flight arrangements.

All other relocation reimbursements are processed by one of the following Study Center Accountants: (e.g. transportation to/from airport; temporary lodging when necessary and approved; Visa and Work Permit costs; and shipping expenses)

Study Center Accountants:

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Diana Abrams	Chile, Hungary, Spain, Thailand Costa Rica, Hong Kong, Italy, Russia	dabrams@eap.ucop.edu
Janet Brown		jabrown@eap.ucop.edu
Pearl Chou	Canada, China, India, South Africa, Taiwan	pchou@eap.ucop.edu
Antonette Escarsega	Brazil, Japan, Mexico, Turkey, Vietnam Barbados, France, Ghana, Scandinavia (Sweden/Denmark)	aescarsega@eap.ucop.edu
Justine Meyr		jmeyr@eap.ucop.edu
Gunn Toms	Egypt, Korea, Netherlands, New Zealand, Singapore	gtoms@eap.ucop.edu
Rachel Wilson	Australia, Germany, Israel, United Kingdom	rwilson@eap.ucop.edu

For Funding Guidelines, Arrangements and Benefits for Study Center Directors, please refer to the **UCEAP Faculty Handbook**, available on our website in the following locations:

<http://www.eap.ucop.edu/faculty/direct.htm>

Study Center Accountants will provide you with appropriate UCEAP Relocation Worksheet, **please complete and mail original receipts to your Study Center Accountant at the following:**

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