Supply Order Requests

To order items, submit your request through a Marketplace (accessed through single sign on) cart or an email listing the items you want that includes links to them. Note pricing and quantities. The order must include an index to be charged, the PI’s approval, indicate shipping speed, and total cost of the order noted.

Note if the item(s) total $1000 or more the item will be purchased through Marketplace using a PO and if the vendor selected is not in the system, the department will request them to become a supplier though Payment Compass. This process may take days to complete.

Note if the vendor is foreign, there are additional steps that must happen before an order will be placed. Please see restricted party screening info: https://blink.ucsd.edu/sponsor/exportcontrol/rps.html

After order is received, an order received confirmation is needed; either by email or signed packing slip.

See order example:

Index Number: NRGCTSY, FAB# 2770  
Project Name: CSDX - Control System  
Shipping: Ground  
Total Cost: $98.77

Item 1  
Qty 1 at $28.83  Extended: $28.83  
Distributor: Monoprice,  Part #: 0,  Description: Premium High Speed HDMI Cable, Black, 30 feet  

Item 2  
Qty 2 at $5.14  Extended: $10.28  
Distributor: Monoprice,  Part #: 0,  Description: Premium High Speed HDMI Cable, Black, 6 feet  

Supply Reimbursements

To be reimbursed for supplies or membership fees, submit your receipt, note the index to be charged, and the PI’s approval. Supplies should never be shipped to your home. Doing so may make your reimbursement unallowable.

Events

To be reimbursed for events in MyEvents, you will need your receipt, list of attendees (names, titles, affiliations for each), and business purpose. If you are on business travel, the travel event numbers must be referenced.

https://blink.ucsd.edu/travel/entertainment/overview/index.html
https://blink.ucsd.edu/travel/expenses-reimbursements/reporting/myevents/examples.html
Notes about Travel Reimbursements

Guidelines to booking UCSD Business Travel

https://blink.ucsd.edu/travel/training-guidelines/booking/air/index.html

Fly America Act

Federal regulation that requires the use of U.S. carriers for travel that will be reimbursed from federal grants and contracts, including federal-flow-through contracts and grants.

https://blink.ucsd.edu/travel/training-guidelines/booking/air/fly-america-act.html

Including Personal Days

If you are on business travel, and want to add personal days or fly home from a different location back home you may not get your airfare prepaid, because this is against UCOP policy. Instead, you may request reimbursement for the airfare after traveling. Flight comparisons are necessary as well. If you submit a flight comparison this will require screen shots for the airfare pricing for your business travel time period and screen shots for the flight you would like to take with the personal time included. The comparison must be “apples to apple comparisons” with airline being the same, time of day traveling, and for the same class of flight. Even if the flight is the same price, you are still required to get screenshots. Flight comparisons cannot be done after the fact and may affect your ability to be reimbursed.

If you need more guidance about traveling and adding personal time to travel, please see the Connexxus Video Library.

https://travel.ucop.edu/connexxus/video-library

- Adding Personal Days to Business Travel
- Travel Talk with Yasmin: Fly America Act

Group Travel

If you are traveling with 3 or more people a group travel can be created. Designate a group leader to fill out a pretravel form and list all the people and their VISA statuses to be included in the group travel. Once the travel event number is created, all the travelers can book their travel through Connexxus and bill to the travel event number. Only the group leader may purchase items for other travelers. Individuals may need to claim meal or ground transportation expenses on a supplemental reimbursement. Individuals may not claim airfare or lodging on a supplemental reimbursement.

https://blink.ucsd.edu/travel/expenses-reimbursements/reporting/group-travel.html#2.-Preauthorize-the-travel,-inc

Travel Card

The UCSD Travel Card is for your own UCSD business travel and entertainment only. The Travel Card is not for personal use or payment for others. The account has personal liability. The card is on a 30 day
billing cycle and must be paid before the balance reaches 45 days. It is the cardholder’s responsibility to balance the account and make payment when due.

https://blink.ucsd.edu/travel/before/travel-card/benefits.html