

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 Connexus Video Library.

<https://travel.ucop.edu/connexus/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 Connexus 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>