



ECE Faculty, researchers, and students:

We are sending this to you as a reminder to help you avoid many of the issues people have encountered when seeking reimbursement for business-related travel at UCSB. As a good practice, before incurring any travel-related expense it is advisable that you visit the [Travel page on the ECE Website](#) to review tips, worksheets, policy, and documentation requirements. We have compiled many helpful resources on this page which should help to prevent delays in processing your reimbursement and/or disallowed expenses.

Since our last email, there was an improvement in turning in travel reimbursements in a timely manner, so thank you and congratulations on a job well done. All that to say, a friendly reminder to continue to turn in reimbursements as soon as possible upon returning from your travel.

We would also like to take this opportunity to highlight three helpful resources related to travel: *receipts guidelines*, *foreign travel per diem*, and *Connexus tips*.

### **Receipts Guidelines:**

- A receipt is any document that contains the following five IRS-required elements:
  - Name of the vendor (person or company you paid)
  - Transaction date (when you paid)
  - A detailed description of goods or services purchased (what you bought)
  - Amount paid
  - Form of payment (how you paid – cash, check, or last four digits of a credit card)
- If your receipt does not meet the criteria listed above, a credit card statement, that clearly shows your name, transaction date, and total expense can be submitted to help support the insufficient receipt.
- If you lose your receipt, please fill out the [Declaration of Missing Evidence](#) form and include a credit card statement.

### **Foreign Per Diem Allowances:**

- Foreign travel shall be reimbursed in accordance with the [Federal Maximum Travel Per Diem Allowances](#) published by the Department of State. Travelers can only claim *actual* travel expenses (e.g. meals and lodging) up to the per diem rate.
- Please check the per diem allowances before booking foreign hotel expenses and to be aware of spending while abroad.

### **Connexus Tips:**

- A reminder to UC employees, booking your travel through Connexus has benefits that include:
  - Reduced car rental rates, with full insurance coverage from Hertz, National, and Enterprise.
  - Significant hotel discounts from Marriott, Starwood, Club Quarters, and local hotels.

01/21/2020





- Air travel discounts on American, United, Delta, Jet Blue, Southwest, Virgin America and many more.
- A special UC Rapid Rewards Program on Southwest Airlines for Connexus travelers.
- If you are interested in learning how to book through Connexus, please see helpful [videos](#) and/or stop by the CAO office.
- *Note: You must be an active UCSB employee in order to use Connexus.*

Keep in mind that the three topics above are just a sampling of the resources travelers have available. Again, we encourage you to become familiar with the resources on the [Travel page on the ECE Website](#), and/or talk to a department travel voucher preparer (CAO or faculty admin assistant) for any questions you may have.

Happy travels!

01/21/2020

