ECE Faculty, staff, and students,

We are sending this to you as a reminder of policies or procedures to keep in mind regarding virtual conference reimbursement and reporting periods when planning for travel or virtual attendance and any other reimbursable expenses you may incur. Please keep in mind University policies are very specific in terms of what can and cannot be reimbursed.

- **Virtual Conferences**
  - If you attended a conference remotely and the conference registration fee was the only expense please fill out a domestic travel worksheet. You may leave a note indicating the conference was virtual and no other expenses were incurred.
  - PI Approval - As a temporary method, PI approval may be obtained via email. Please refer to our website under "Prior to Travel: Procedures for Reimbursees" fill out the following statement and email it to your PI. Once they respond with approval and funding information, please save the email as a PDF and include it in your packet
  - "I approve the use of these funds for payment of the following expenses for [Reimbursee's Name] incurred for their attendance of [Conference Name] during [Dates] as listed: Registration Fee - $XXX.XX
  - Registration receipt & Proof of attendance documentation. Please refer to our website for specifics regarding acceptable documentation.
  - Combine all supporting documentation into one pdf and email the packet to cao-reimbursements@ece.ucsb.edu.

- **Reporting Period:**
  - Please submit your worksheets and receipts to your preparer as soon as possible following the end of your travel.
  - The travel expense claim must be processed by the department preparers/reviewers, and then sent to the campus accounting office within 45 days after the end of a trip to avoid potential tax implications and other complications.
  - Please refer to the ECE website for tips, worksheets, and documentation needed to turn in reimbursements.

- **Remote Processes**
  - We are continuing temporary remote processes. If you have questions regarding reimbursements, FedEx shipments, or research supplies, please refer to our previous email update that was sent in August.

These are resources to help you and prevent delays in your reimbursement and/or rejected expenses. If you should have any further questions please contact the CAO, your faculty admin assistant or visit the ECE website.