



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 read our email update sent on 10/30/20 to review these updates and processes

PI Approval

We have updated the PI Approval statements and included the new ones for your reference below.

- General Travel: "I approve the use of these funds on project code XXXXXX for payment of the following expenses for [Traveler's Name] incurred for their travel to [Destination] during [Dates] as listed: Airfare - \$XXX.XX, Other transportation - \$XXX.XX, Per Diem - \$XXX.XX, Other - \$XXX.XX (specify in parentheses), Totaling - \$XXXX.XX"
- Conference Only: "I approve the use of the funds on project code XXXXXX 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"
- Supplies: "I approve the use of these funds on project code XXXXXX for payment of the following expenses for [Reimbursee's Name] : Expense A - \$XXX.XX, Expense B - \$XXX.XX, Expense C - \$XXX.XX, Totaling - \$XXXX.XX"

Documentation and Submission

Please refer to the [ECE website](#) for tips, worksheets, and documentation needed to turn in reimbursements.

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.

Combine all supporting documentation into one pdf and email the packet to cao-reimbursements@ece.ucsb.edu.

These are resources to help you and prevent delays in your reimbursement and/or rejected expenses. If you should have any further questions please see the CAO, your faculty admin or the [ECE website](#).

5/5/2021

