

Trip Checklist

Step 1: Gain Budget Approval

Work with your department, supervisor, and other sponsoring departments to acquire trip approval and funding. Information needed

- COA(s)
- Funding Amount(s) per COA
- If you are allowed to spend over on your budget
- Department Business Contact information for all non college COA(s)

If you will be collecting money from travelers ie the university is not funding the entire trip:

- Inform you fiscal coordinator ASAP so they can provide further guidance

Step 2: Submit a UCBO Fiscal [Travel Pre-Authorization Form](#)

It is imperative that you submit the travel pre auth ASAP once you know you will be traveling . Once processed you will receive

- IPPS assurance that your trip is business appropriate and is eligible for reimbursement
- Your trip number > will allow you to book in concur
- Tailored policy reminders for your trip

Note: If you receive funding from another department please indicate their fiscal contact in the "business purpose of trip " section

FAQ

What is the difference between an individual and group trip ?

- Individual trips - allow the traveler to make their own purchases and be reimbursed for all expenses incurred. However, they may not make purchases for any other travelers.
- Group trips - Are trips with 3 or more people and have a designated group leader- who is the only traveler allowed to make purchases. If you want to create a group trip, you will only submit 1 pre auth form

My trip is local and the only expense I will incur is registration. I will not be asking for parking and/ or mileage reimbursement. What should i do ?

- this will not be counted as a trip, purchase conference registration + membership on your PCard.

Step 3: Trip Approval Received, Receive allowed limits

It is important for you to pay attention to the maximum rate per day as you will not be reimbursed for anything greater. Additionally, You will only be reimbursed for what you actually spend. Do not assume rates will remain the same for every trip. Some rates depend on the season and some change every year.

Local Trips (San Diego) - You will not receive a meal or lodging budget for local trips.

	For non-local continental USA - should your budget allow - \$92.00/ day on meals and incidentals; amount does not roll over between days. No alcohol may be purchased unless using stipend funds - \$333/ night on lodging - If splitting a room as the concierge to split the bill in half and only pay for your half (exception group trip , group leader should pay for all rooms) <u>Note:</u> UCBO only reimburses actual expenses. You will need to provide itemized and charged receipts for all purchases
	For International and Non-continental USA - You will receive Per Diem rates for meals and lodging. <u>Note:</u> UCBO only reimburses actual expenses. You will need to provide itemized and charged receipts for all purchases
Step 4: Begin Trip Pre-Purchases	
For all purchases you should use Concur or your TEC. If you do not have a TEC: - If you will be planning on making purchases on a TEC more than x 1 a year you can apply for a card through the UCBO office if you do not have one - Otherwise you can work with your fiscal contact to have a Temporary Virtual Card (VTEC) issued	
	Travel Insurance/Protection on any purchases is not reimbursable. One of the advantages of booking concur is your tickets will have built in protections. If you need to register for insurance outside of what concur already provides then please look to blink for info.
	Registration: Purchase on TEC or VTEC. - Membership fees may be purchased on a PCard if you have one or TEC/VTEC - Hold onto the receipts until the end of your trip. You'll need it for your final submission. For Group Trips: the group leader needs to purchase all these items on their TEC, no one else is allowed to purchase.
	Hotel, airfare, car rentals, etc should be purchased through Connexus in Concur. <u>Exception:</u> If conference is partnered with a hotel you may purchase through their website - Hold onto the receipts until the end of your trip. You'll need it for your final submission. - If you will be driving instead of flying you will still need to submit a quote for comparable airfare <u>Note:</u> when you book a hotel in Concur you are only placing a reservation. You must still pay at check-out with your TEC. If you do not have a TEC but have a VTEC contact the hotel manager before your trip to see if they will allow you to pay with the VTEC. If they do not you will need to pay out of pocket and submit for a reimbursement after your trip has occurred

	For Group Trips: the group leader needs to purchase all these items on their TEC, no one else is allowed to purchase. Group members will need to add the group leader as a travel arranger in their concur profile
	If you are adding additional days for personal vacation: you will need to break out any non-business-related expenses. <u>For airfare:</u> Get a quote for a round trip ticket that pertains only to the days you will be working and submit along with your actual airfare price. Please see the fiscal coordinator and go over Business and Personal travel steps to ensure travel policy and procedures are correct. <u>For hotel:</u> You will only be reimbursed for the nights that pertain to business days. If your nightly rate increases due to adding an additional person to the room, you will only be reimbursed your “half”.
	Other pre-trip considerations include: - Asking for a cash advance (recommended for international travel) - We need 2 business weeks to ensure you receive it on time - Register to use Lyft Business. More information can be found on blink. - If your trip is international, call the bank before your trip to ensure they do not flag your purchases as fraudulent activity.
Step 5: Enjoy Your Trip	
	- If venues you go to do not provide receipts make sure you are keeping a log of items purchased and the amount billed - For individual trips - make sure you are only paying for your portion of expenses. Do not pay for anyone else’s portion. If you have brought a non business related guest with you , please ensure their expenses are paid separately and not listed on your receipts - For group trips - only the group leader should be making purchases, no exceptions. If you need individual group members to be able to purchase meals on their own ask for a cash advance ahead of time <u>Note:</u> If you are using a VTEC, 90% of vendors will accept it but you should still be prepared to pay out of pocket and submit a reimbursement request after the trip in the event that they will not accept it
Step 6: Submit all Receipts via a UCBO Travel Reconciliation Form	
You are not allowed to prepare your own reports in concur; ignore any automated emails from concur and submit items in this form instead. Form should be completed no later than 1 week after your return from your trip. Exception: Global Seminar or trips longer than 2 weeks in duration University Policy states that only 1 trip expense report can be submitted in Concur per trip, even if you are receiving funding from multiple sources. Because of this it is imperative that you submit only 1 form and provide contact information for other business office’s so we can ensure only 1 report gets submitted. If you incur personal expenses you may not be reimbursed until the trip concludes.	

	Receipts: Please attach all receipts in <u>1 PDF</u> - UCBO department policy requires receipts for all expenditures regardless of \$ amount - Pictures, emails, and word documents are easily converted into pdfs via the print function. - Please ensure there is a date listed on your meal receipts. If not, write one on the receipt. - If you are using payment methods other than TEC please write the method at the top of each receipt - If you have purchased package deals i.e. a receipt where you purchase hotel, airfare, activities, or any combination of other items. Your receipt must provide the cost break down per item in package, otherwise it will not be reimbursable per UC policy and IRS guidelines Commonly missed receipts include: baggage fees, Lyft/shuttle/metro/etc. fares, parking receipts
	Requesting mileage for a personal vehicle: You must submit a mileage log and a quote for comparable airfare i.e. what it would have cost if you had flown instead.
Step 7: Your Fiscal Contact Notifies you that your trip is ready to be submitted	
	Your fiscal contact will send you instructions on how to submit your trip expense report. Before you submit you should: - Please review closely - For bigger trips your coordinator may ask to meet with you to review the reconciliation. - If you have questions or notice anything is missing or appears to be incorrect - DO NOT change anything, reach out to your fiscal contact for a meeting to discuss your concerns - If everything is correct click submit
You're finished! Once the travel team has approved your trip (typically 3-5 weeks turnaround from submission), you will receive any applicable reimbursements. Please view Confluence for info on how to check your payment status.	