



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

August 4, 2015

Re: Travel and entertainment reimbursement policy revisions - how do they impact you?

To: All – Academic Listserv

Good morning,

UC Travel and entertainment policies have been revised and one of the new requirements is that travel and entertainment reimbursement requests must be submitted to Accounting for processing within a tighter time frame.

How does this impact you?

Please submit your receipts and completed/signed worksheets to the appropriate staff person within TWO WEEKS of your return or the event. This will allow staff to prepare the reimbursement request, obtain signatures and get the requests to Accounting for processing within the new time frame.

What about mileage?

If you submit local mileage for reimbursement on a re-occurring basis, please do so monthly.

What if I submit my receipts late?

Travel/entertainment reimbursement requests submitted late are left to the discretion of the campus whether the reimbursement will be made and if any reporting as taxable income will be required.

Please share this information with your students as needed. See revised worksheets and forms at: <http://education.ucsb.edu/faculty-resources>

Thank you,

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