

Contracts and Grants Office
Gevirtz Graduate School of Education

University of California
Santa Barbara CA 93106-9490
education.ucsb.edu/contracts-grants

April 4, 2019

Re: Gevirtz School Notes from the 4th Floor – April 2019
To: GGSE all-academic <all-academic@education.ucsb.edu>,
GGSE all-staff <all-staff@education.ucsb.edu>,
GGSE all-students <all-students@education.ucsb.edu>
From: George Yatchisin george@education.ucsb.edu

Note from Briana Villaseñor, Assistant Dean

No More Meal Receipts (For Now)

On a trial basis from now through June 30, 2019 we are no longer requiring receipts to be submitted for meals on travel reimbursement requests. This is within [UC Travel Policy](#) that states that “it is the traveler’s responsibility to *report his or her actual travel expenses* in a responsible and ethical manner,” and that the daily cap for meals and incidentals for travel under the 30 days within the continental U.S. is up to \$62. Travelers requesting reimbursement for expenses will still need to complete a Travel Reimbursement Worksheet (found on the [Faculty Resources Page](#)) with actual expenses for meals—excluding expenses for alcohol and associated taxes, but are no longer required to submit the receipts, therefore reducing time and effort for everyone involved in the process. The requirement for receipts for other travel expenses (transportation, lodging, conference registration, etc.) remains the same. It is recommended that you do keep any receipts that you have for meals during this trial period in the event that we need additional information or justification, as we are assessing this process to ensure that it is effective in reducing workload, but also maintaining compliance with policy. Authorizations and processing times will remain the same, with the intention to simplify and streamline the work that goes into preparing travel reimbursements for everyone involved. If you have any questions about this new procedure, please contact [Briana Villaseñor](#), Assistant Dean.