

### Summary of GGSE Expense Processing Procedures

Forms are available at <http://education.UCSB.edu/faculty-resources>

Or, just Google: "GGSE faculty resources"

#### HOW CAN YOU HELP TO GET YOUR REIMBURSEMENT REQUEST PROCESSED IN A TIMELY MANNER? HERE ARE A FEW TIPS:

- Review and double check that forms are complete.
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- Provide your unique project code or account information.
- If you have doubts about what is an "allowable" expense, ask before submitting your request.
- Charging a grant budget? Check to see if it is an allowable expense vis-a-vis your original grant budget justification.
- Provide all receipts and documentation.
- When is a receipt, a "receipt?"
  - Incomplete receipt information is a common reason for delays in processing requests.
- Is alcohol an allowable expense?
  - Almost always, no.
- Does submitting meal receipts with alcoholic beverages delay processing?
  - Yes. (Staff must compute and recalculate total bill minus the alcoholic beverages and make sales tax adjustments).
  - Processing business meal reimbursements is delayed when receipts include alcohol. Best practice is to pay for meal-related alcohol using a separate receipt. If business meal receipts are submitted that include alcohol, all alcoholic beverage purchases should be clearly identified.
- Save a copy of all forms.
- Print and sign the forms.
- Bring hard copy(ies) to the Dean's office mail room and drop off in the "Reimbursements" mailbox.

### General requirements

- Submit expense processing request (purchases and reimbursements) by bringing a hard copy(ies) to the Dean's office mail room and dropping off in the "Reimbursements" mailbox.
- Original receipt(s) are required for reimbursements.
- Original (wet) signatures are required for reimbursement.
- Be sure to provide your unique project code (grant/contract/account).

### Miscellaneous requirements

- Complete and SIGN the **GGSE Miscellaneous Expense Worksheet**, filling in section A for reimbursements, section B for memberships, or section C for payment requests.
- Submit signed worksheet and **original** receipts.
- Receipts must contain:
  - name of person who paid expenses,
  - date of purchase,
  - description of items purchased,
  - amount of purchase showing breakdown of (a) subtotal, (b) sales tax, (c) shipping and handling cost, and (d) proof of payment, which consists of referencing your credit card (i.e., XXXX1234), check number, or paid in cash.
- If you do not have a specific receipt, you must submit this form: **Declaration of Missing Evidence that a Payment was Made on Behalf of the Regents of the University of California**. Each individual missing receipt must be accompanied by a Declaration of Missing Evidence form.

Note: if proof of payment is not properly documented on receipt/invoice, a copy of your credit card statement is required as proof of payment. This credit card information should include your name, your credit card #, and the incurred expense (note other expenses can be redacted, or export only the specific expense from your online credit card account and print a copy, as long as the items above are included).

If incentives are involved provide the Human Subjects Protocol number. Note: The expense must match what is described in the approved Human Subjects protocol.

### Entertainment/business meeting reimbursement

- Refer to the GGSE Business Meal/Refreshments Reimbursements Process Information Sheet
- Complete and SIGN a **GGSE Event Expense Worksheet**.
- Submit signed worksheet and original receipts.
- Include a list of **ALL** attendees at event.
- The host must be a UC employee who attended the meeting.

Note: ANY food or beverage purchase is considered an entertainment/business meeting expense.

### Mileage (only) reimbursement

- Complete and SIGN a **Mileage Log** form.

Note: The Mileage Log is used for multiple day trips that can occur over a 30-day period (i.e., January, February...) and should be submitted on a monthly basis for recurring travel.

### Travel reimbursements

- Complete and **SIGN** a **Domestic (or Foreign) Travel Reimbursement Worksheet + Mileage Log** (if requesting reimbursement for multiple day trips in addition to other travel expenses).
- Submit travel worksheet and original receipts.
- For travel to meetings other than conferences/workshops, provide agenda for meeting(s) and/or lectures/presentations.
- If trip was at the invitation of an agency/institution, provide copy of invitation letter.
- Provide information on whether or not the inviting agency/institution provided reimbursement for travel, lodging, or meals.

Note: itemized receipts for meal reimbursements are required for all **domestic travel**. Per diem in lieu of actual meal receipts can only be claimed for **foreign travel**.

Note: All expenses while on travel status must be submitted together.

### Direct bill airfare

Airfare can be charged directly to UC funds if purchased through CONNEXUS.

- Complete, sign and submit a **Request for Travel Approval** form.
- Wait for confirmation that approvals are in place.
- Request itinerary via: [http://www.bfs.ucsb.edu/travel\\_entertainment/travel-planning/connexus](http://www.bfs.ucsb.edu/travel_entertainment/travel-planning/connexus)
- Review itinerary and save as "ticket on hold."
- Forward your itinerary to your account administrator to request a Direct Bill Authorization Number (DBAN). Upon receipt of the unique DBAN for the trip, you can finish booking/purchasing your itinerary.

Note: Fares are not guaranteed until tickets are issued. There may be a booking fee charge. Itineraries are only held for 24 hours. If you do not request and receive a DBAN within 24 hours of creating the itinerary you may need to re-create a new itinerary, which could change the price.

### Travel advances

Reimbursements can be made prior to travel for pre-paid expenses such as conference registration or airfare if requested 30 to 90 days prior to departure.

- Complete and sign a **Travel Advance Worksheet**.
- Submit travel advance worksheet, conference schedule (if applicable), and original receipts.

### Computers, peripherals, and software

- Send a purchase request to: [help@education.ucsb.edu](mailto:help@education.ucsb.edu)
- Include your funding source (project code).

### Other purchases

- Send a purchase request to your account administrator, including your funding source (project code). Note: UCSB receives discounts from many vendors.