

IMPORTANT – PLEASE READ

UCSD TRAVELERS

FLYING TO A CONFERENCE? RENTING A CAR? WHAT YOU NEED TO KNOW BEFORE YOU GO.....

Let the Faculty Assistant for your Professor know you are going on a trip as soon as possible. Not everything is reimbursable – know before you go!!

- ✈ Get an “EVENT NUMBER” from the Faculty Assistant BEFORE you go on your trip. This establishes your status as being on an official UCSD business trip and includes some travel insurance.
- ✈ UCSD will NOT reimburse ANY insurance taken on a rental car. UCSD has agreements with several rental car companies that include the insurance in the daily rate ~ use the UC agreement number. Also NOT included are extras such as GPS rentals.
- ✈ Do NOT get a package deal (air+hotel+car) unless each expense is itemized separately including the TAX for EACH item. Any receipt with a combined charge for 2 or more items (Air/hotel/car) that is not itemized, and does not show taxes for each item, will NOT be reimbursed.
- ✈ Save ALL of your **original** receipts and make sure they are itemized (list of food items, not just total charged). Be aware of the daily limit for meal reimbursement ~ alcohol charges are never reimbursed.
- ✈ Sign up for FREE travel insurance. Must be done before travel starts.
- ✈ When flying to foreign destinations, US carriers must be used whenever possible. See Fly America Act in Blink for details.
- ✈ It is against UCSD policy for one person to pay other traveler’s expenses.
- ✈ Some expenses can be paid in advance~ (Flight, Hotel and Conference fees).

Please tell your Faculty Assistant before purchasing anything for your trip. Get all the details - it can save you time and money.

