

UC SAN FRANCISCO-UC BERKELEY
RWJF Health & Society Scholars Program



DOMESTIC TRAVEL

SCHOLARS NOTE: You first need to get approval in advance from your research mentor to ensure that the trip is an appropriate use of research travel funds. Check with Program Coordinator that you have funds to cover the trip.

You must complete the travel approval form (see attached) and obtain the signature from your mentor prior to confirming any travel plans. For online air-travel reservations with Fell travel (which allows you to avoid out-of-pocket payments for airfare), you must complete the airfare approval form and have your mentor's signature.

AIRFARE- STATE AIRFARE PROGRAM – Scholars should book tickets through **Fell Travel**. (See attached procedures)

State of California contract airfares can only be used for travel while on Official University Business. See attached airfare program instructions.

***New* CONNEXXUS TRAVEL PORTAL**

The Controller's Office is excited to announce the campus-wide roll out of **Connexus**, a new web portal available to all Campus and Medical Center employees for booking travel. Beginning **April 6, 2009**, employees who travel themselves, or arrange travel on behalf of others, can use Connexus to book airfare, hotel, and car rental at UC-negotiated discount rates from preferred suppliers, and at substantially lower transaction fees than what is currently charged by Fell Travel and Campus Travel (Uniglobe). The fee for booking online through the Connexus portal is as low as \$3 for Orbitz For Business. For a complete list of fees, please go to the [fee schedule](#) on the Accounts Payable website. Connexus will be UCSF's preferred method for making travel arrangements. *All previously "preferred" travel agencies will be phased out in the coming months.*

To access, you must set up your profile in Connexus and have an active [MyAccess](#) account. Connexus utilizes the MyAccess authentication and authorization. We will arrange to automatically grant access to many potential users based on their prior business travel history and/or job title/grade. If you already have an active MyAccess account, you can proceed to the Connexus site. If you have never activated MyAccess, you will receive a separate email from myaccess@ucsf.edu during the week of April 6 with instructions on how to activate your MyAccess account. Once your MyAccess account is activated, you will be able to access Connexus.

Airline discounts available through Connexus include up to 25 percent off on American, up to 15 percent off on JetBlue, and up to 5 percent off on Virgin America. Hotel discounts include 20 percent off on Starwood Hotels (e.g. Sheraton, Westin, Four Points, W Hotels), 10 to 40 percent off on Marriott Hotels, and 15 percent off on Wyndham Hotels. Car rental services provide 15 percent off prior UC agreements for Enterprise, Hertz, and National.

If you have any questions about reimbursement for travel, contact Edgar Micua, our CHC Program Assistant at, micuae@chc.ucsf.edu or 415-476-0902. Last updated: 4/20/2009

TRAVEL ADVANCES

If you decide you need funds prior to your trip to cover hotel, airfare, and/or per diem, you may request a travel advance from Edgar Micua. However, this must be completed **at least 30 days prior to the trip**.

[REQUEST FOR TRAVEL ADVANCE](#) sample form

NOTE: If you received a travel advance and the amount you report on the Travel Expense Voucher exceeds the total amount of reimbursable expenses, the traveler shall submit with the travel voucher a check for the amount due, made payable to "Regents of U.C."

Helpful Notes to Expedite the Processing of your Travel Expense reimbursements:

- **Submit your Travel Expense Itemization Form (see attached) to Edgar Micua, CHC Program Assistant, Campus Box 0844 within 21 days of completing your trip.**
- **Include ALL original receipts for expenses to be reimbursed and note if you received a travel advance, or if you charged airline tickets to a Travel agency that CHC paid directly.**
- **To assist processing your reimbursement, TAPE your receipts on an 8 1/2" x 11" piece of paper in date order. This will serve to organize the trip expenses and lessen the chance of receipts being lost.**

Receipts / Documentation / Backup Required: ***Funds do not cover alcoholic beverages or tobacco***

Airfare – Include original invoice or E-ticket as well as the original boarding passes or ticket stubs.

Lodging – original hotel invoice/receipt required

Telephone calls – Request a detailed itemization of Business Related Calls from the hotel.

Taxi's – request a receipt or supporting documentation from your driver.

Meals – The University per-diem rule for domestic travel dictates that you can only be reimbursed up to \$64 per day. If your meals expense exceeds that amount, you will be reimbursed for your actual expense. Must have all itemized receipts of all your meals/incidental expenses for proper reimbursements