

UC Systemwide Academic Senate – Quick Travel Tips

Booking air travel

- Please book 21 days in advance (**no less than 14 days**) to obtain the lowest fare.
- Upgrades and special service fees (Business Select, Early Bird Check In, etc.) are **not** reimbursed.
- **UCSB travelers:** Book through UCLA Travel Center
 - By phone/email: Gay Kurahashi at 1.800.235.UCLA or gkurahas@finance.ucla.edu
 - [UCLA Travel Website](#) (better for those who have used before than first time travelers)
 - Birthdate and full name as it appears on ID required to issue tickets.
- **All others:** Book Southwest ticket via SWABIZ. See step by step instructions for arranging and booking Senate travel:
<http://senate.universityofcalifornia.edu/files/resources/travel-booking.pdf>
- Information on air-fare reimbursement:
<http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>

Lodging

Costs for overnight lodging are not typically covered as most Senate obligations are single day meetings. However, these costs are reimbursed in a few special circumstances but they **must** be approved in advance (Please route requests through Mona.Hsieh@ucop.edu). Special circumstances consist of the following:

- Traveling before 6:00 a.m. or after 10:00 p.m.;
- Documented health-related reasons;
- Will attend another Senate approved function the day before or the day immediately following the meeting; or
- Will attend another non-Senate function the day before or the day immediately after the meeting, and will cost share with other party.
- For UCSB travelers, booking through an alternate airport (Burbank, LAX, other) such that the airline ticket, ground transportation, and lodging costs are less than or equal to the standard 14-day advance ticket price from SB to SFO.

Meals

- Requires minimum 24 hours travel and will reimburse the actual cost of the meal with original itemized receipt, excluding alcohol.