

PLANNING & BOOKING TRAVEL

Overview

The systemwide Academic Senate pays for travel expenses for Senate members attending Universitywide Academic Senate committee meetings. In most cases, the Senate is direct billed for airfare, but Senate travelers will need to pay and be reimbursed for such expenses as Uber/Lyft/cab fare, parking charges, and local transportation. To book air travel without having it billed to your personal credit card, travelers from every campus but UC Santa Barbara should use the customized Southwest Airlines SWABIZ link provided in this document. For flights from airports not served by Southwest, you should call, email, or submit a web request to the UC Travel Center to request a booking. Normally, this service, which is more costly than SWABIZ, is approved only for travelers departing from or returning to Santa Barbara.

For reimbursements, please see *Getting Reimbursed for Academic Senate Travel* (<http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>).

For reference, the UC travel policy (Business and Finance Bulletin G-28) is available at: <https://policy.ucop.edu/doc/3420365/BFB-G-28>

Air Travel

You should book your flights at least 14 days in advance to obtain the lowest fares and should select the lowest available fare. If the meeting is rescheduled or cancelled, the Senate will pay the change fee. You should book higher-priced fares only if you know your plans are likely to change.

You are responsible for making your own travel arrangements. Flights booked through SWABIZ or the UC Travel Center will be billed directly to the systemwide Senate Office, not to you. If you book your flights in any other manner, you must charge the fares to your own credit card and request reimbursement after the travel is completed (please see *Getting Reimbursed for Senate Travel*: <http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>). Please follow the instructions below for the three possible options:

- **Option 1: Southwest Ticket Purchases via SWABIZ** (*for all travelers except those traveling to/from Santa Barbara*)
- **Option 2: UC Travel Center** (*for travelers to/from Santa Barbara only*)
- **Option 3: Airfare Reimbursement** (*least recommended*)

Option 1: Southwest Ticket Purchases via SWABIZ (Southwest Airlines) for UC Academic Senate *(for all travelers except those traveling to/from Santa Barbara)*

Southwest Ticket Purchases via SWABIZ (Southwest Airlines)

To charge your airfare directly to the systemwide Senate Office, you will need to:

- Have an existing Southwest Rapid Rewards account, or create one. Please enroll at the Rapid Rewards site if you do not have a Rapid Rewards account: <https://www.southwest.com/rapidrewards/>
- Be an activated SWABIZ Academic Senate traveler.
- Book airfare using SWABIZ.

After creating a Rapid Rewards account, you will need to be approved as an Academic Senate traveler via the SWABIZ site. Please follow these steps:

1. Go to: <https://www.swabiz.com/>
2. Enter the UC Academic Senate account number in the *Company ID Number* field. The account number is **99679333**.
3. Enter your personal Rapid Rewards account number/username and password.
4. Click on the *Login* button.

LOG IN CHECK IN FLIGHT STATUS CHANGE/CANCEL

Already enrolled?
Log in to start booking, view travel itineraries, and more.

Traveler Travel Manager

* Required

COMPANY ID NUMBER *
99679333

Log in with my Rapid Rewards® account

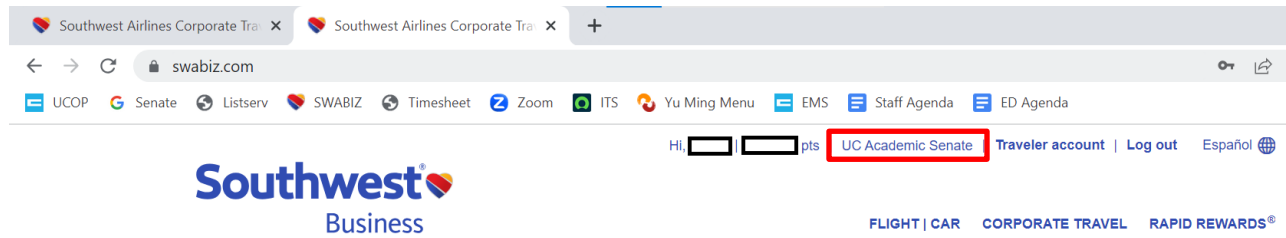
RAPID REWARDS ACCOUNT NUMBER OR USERNAME

PASSWORD

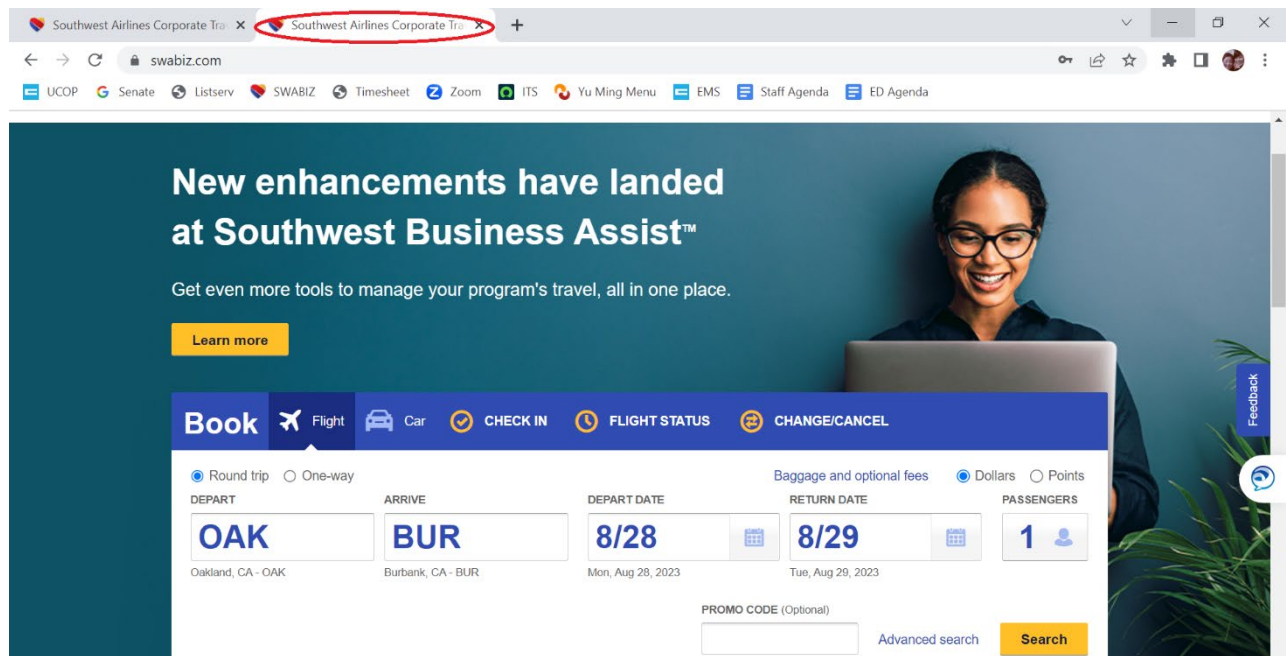
Need help logging in? Remember me

Not a Rapid Rewards member?
Enroll now **Log in**

- After logging in, you will be on the **SWABIZ home page for the UC Academic Senate**. Your login activity is what adds you to the list of Academic Senate travelers yet to be approved to book travel.



- To complete the process of being approved for booking, please contact Academic Senate Committee Analyst Tenneh Fallah at Tenneh.Fallah@ucop.edu or (510) 987-9136. She will activate your Senate traveler status and confirm your ability to book airfare. Please allow up to 24 hours for activation.




Please note:

- UC policy does not allow for extra flight costs (e.g., Early Bird check-in or Business Select) to be covered.
- When prompted to input your **Internal Reference Number (IRN)**, please select the meeting you're attending accordingly.
- Once your flight reservation is complete, Southwest will email the itinerary and receipt to you. You should retain a copy of the itinerary including the confirmation number.
- Please do not use a campus corporate (T&E) card if you plan to seek reimbursement from the Senate.


*If you wish to add personal days to your trip, you may do so and extend your travel dates beyond actual meeting date. However, you will need to capture a screenshot of your would-be flights showing price and date. When you're ready to submit your travel reimbursement request, please include a copy of your actual trip itinerary and receipt along with the screenshot of your would-be flights as part of your reimbursement packet. We will then deduct the difference from your total reimbursable amount if your actual airfare costs more than your would-be airfare.

If you see this error message:

UC Academic Senate

**Sorry, we found some errors...**

Your company travel manager has indicated that the use of Ghost Cards is required for payment of all reservations. Ghost Card information has not been set up for your account, so we are unable to complete your request at this time.

[Error details](#) 

Don't panic. If you get a notice about "Ghost Cards" when you try to book your reservation, it's because you have not yet been activated as an Academic Senate traveler. Follow the 6 steps outlined above to gain approval. Once you are activated, you may return to SWABIZ to finish your flight purchase.

Note: Personal travel arrangements may not be booked through the SWABIZ for UC Academic Senate website. Personal travel should be booked through your campus Concur portal.

Option 2: UCLA Travel Services *(for travelers to/from Santa Barbara only)*

1. You may book your flights over the phone/email or through the UCLA Travel Services website.
 - a. By phone/email: Call or email UCLA Travel Services to book a flight (1-800-235-UCLA or Travel@finance.ucla.edu).
 - b. Through the UCLA Travel Services website: Go to <https://www.travel.ucla.edu/>. Make sure to change "Nature of Trip" to "UCOP Business." Otherwise, the request will be routed to the wrong team and the reservation may not be completed in time for the trip.
2. Provide your name, committee name, and meeting date, and tell the service representative that the meeting is sponsored by the UC systemwide Academic Senate Office. UCLA Travel Services will confirm the authorized Senate traveler.
3. You should request the cheapest available fare, typically a non-refundable advance reservation. The Senate will cover the cost of cancellations or changes, if travel plans change due to the meeting schedule or circumstances beyond your control.
4. Once a reservation is completed, UCLA Travel Services will email you an itinerary. To ensure that your reservation has been ticketed, click on the "Virtually There" link and verify delivery of the "ELECTRONIC TICKETLESS RESERVATIONS RECEIPT" with a confirmation number. You must have a confirmation number for ticketless check-in.
5. Keep a copy of the e-receipt.
6. **Note: Personal travel may not be booked through UCLA Travel Services.**

Option 3: Airfare Reimbursement (*least recommended*)

The Senate will reimburse only the amount the same flight would have cost if booked through SWABIZ or UC Travel Center. If following Option 3, the Senate will not reimburse costs associated with cancelling or changing reservations if a meeting is cancelled. Please see *Getting Reimbursed for Senate Travel*: <http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>. Also, please keep the following stipulations in mind:

1. Unless you have a medical condition requiring higher-class seats, UC will reimburse only the most economical airfare. Upgrade fees, e.g., for Southwest's "Business Select" fare, will not be approved without proper supporting documentation.
2. In advance of the meeting, if you have a medical condition, you must submit to the Senate Executive Director a doctor's letter explaining why a higher class of travel is medically necessary.
3. No out-of-state travel will be reimbursed without prior approval by the Senate Executive Director (monica.lin@ucop.edu).

Ground Travel

When air travel is unavailable or not the most practical option, reimbursement for surface transportation (car, bus, train, etc.) may not exceed airfare plus the cost of transportation to and from airports. The current standard mileage rate for a personal vehicle is \$0.655 per mile (effective 1/1/23). A car rental will be reimbursed only if you can show that it was more economical than other forms of transportation. No charges for rental agency insurance or car upgrades will be reimbursed. Please note:

- **Car rental:** UC has negotiated contracts with the following rental car agencies for employees traveling on University business: Enterprise, Hertz, and National. Car reservations can be made online through the Connexus travel portal by selecting BCD travel (Cliqbook) or UC Travel Center (GetThere). UC-preferred car identifiers are programmed in BCD/Cliqbook and UC Travel Center's database in order to take advantage of UC's car discounts. ***Please use your home campus's Connexus travel portal; there is no "UC Academic Senate" Connexus portal.*** Find the relevant campus portal here: <https://travel.ucop.edu/connexus/>
- **Train:** Amtrak reservations can be made through the local campus travel portal. UC has a 15% discount agreement with Amtrak for rail service within the California corridor.
- **Trains, public transit, rideshares, and taxis:** Keep original receipts or ticket stubs for train travel. Receipts are not required for public transit, rideshares, and taxis.
- **Parking:** Report parking expenses on reimbursement form; receipts for parking are not needed.

Lodging

For one-day meetings, one night's lodging is automatically approved for members on travel status. Any additional nights must be approved by the Senate Executive Director in advance of the meeting. Lodging may not exceed \$275 per night (excluding taxes). UC has negotiated favorable rates with the following hotel chains: Marriott, Starwood Hotels, and Wyndham Hotel Group. Accommodations can be booked online through Concur-appointed travel companies (BCD/Cliqbook), or UC Travel Center via the Concur portal. ***Please use your home campus's Concur travel portal; there is not a "UC Academic Senate"***

Concur portal. Click on the following link to find the relevant campus portal:

https://travel.ucop.edu/Concur/campus-links?destination=book-online&autologout_timeout=1

Process:

1. **(Recommended Option)** Hotel reservations can be made online through the campus Concur travel portal by selecting BCD travel (Cliqbook) or UC Travel Center (GetThere). UC-preferred hotel identifiers are programmed in BCD/Cliqbook and UC Travel Center's database in order to take advantage of discounts. Hotel expenses cannot be prepaid for travelers. ***Please use your home campus's Concur travel portal; there is not a "UC Academic Senate" Concur portal.*** Click on the following link to find the traveler's home campus portal: https://travel.ucop.edu/Concur/campus-links?destination=book-online&autologout_timeout=1
2. Alternatively, you may book a hotel reservation by calling a UC Travel Center or BCD agent, using a personal credit card. If seeking reimbursement for hotel charges, please see *Getting Reimbursed for Senate Travel*: <http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>.

Meals

Under University travel policy (BFB G-28, Policy and Regulations Governing Travel), you will not be reimbursed for meals during a trip of less than 24 hours. Please refer to the guidelines on “Lodging” above for information on when overnight stays are authorized. For those meals that are reimbursable, you will be reimbursed the actual cost of the meal, as documented on an original itemized receipt, subject to the maximum set by UCOP travel policy [BFB G-28](#). Alcoholic beverages will not be reimbursed. Only your own meals will be reimbursed. A morning snack and lunch are provided at most Senate meetings. For such meetings, no individual claims for lunch will be reimbursed.

Process:

1. Daily allowance for meals and incidentals is \$75 per day, if the trip is more than 24 hours. Itemized receipt is required, and no alcohol is allowed to be reimbursed.
2. When two or more attendees at the same meeting eat together, you must request your own receipt and reimbursement. Please see *Getting Reimbursed for Senate Travel*: <http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>.