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).


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)

First-time SWABIZ users will need to: 1) have an existing Southwest Rapid Rewards account or create one; 2) create a SWABIZ traveler account; and 3) book travel using SWABIZ. Those who do not have a Rapid Rewards account can enroll at the Rapid Rewards site: https://www.southwest.com/rapidrewards/

After creating a Rapid Rewards account, you will need to create a personalized traveler account on SWABIZ (https://www.swabiz.com/). This account needs to be created once a year. It will allow direct billing to the Academic Senate instead of to your credit card. Please follow these steps:

1. Enter UC Academic Senate account number in Company ID field. The account number is 99679333.
2. Enter your Southwest Rapid Reward number in Account Number field.
3. Enter Southwest Rapid Reward Account Password in Password field.
4. Click on the Login button.
5. You may receive an error message. Don’t panic. If you get a notice about “ghost cards” or other error, please contact Academic Senate Committee Assistant Tenneh Fallah at (510) 987-9136 or Tenneh.Fallah@ucop.edu to finish activating your account. Please allow up to 24 hours for account activation.

Note: Please contact Academic Senate Committee Assistant Tenneh Fallah at (510) 987-9136 or Tenneh.Fallah@ucop.edu if you need help with your account for Senate travel.

Follow the steps above, as illustrated in this Traveler Account login page:
Academic Senate Travel Policy and Procedures: Arranging/Booking Travel

To book a flight, go directly to the SWABIZ site created for the UC Academic Senate:
http://www.swabiz.com/flight/search-flight.html?cid=99679333

SWABIZ home page for UC Academic Senate *(may look different now):*

Once the reservation is complete, Southwest will email the itinerary. You should retain a copy of the itinerary including the confirmation number. This is required to check in and obtain a boarding pass. Keep a copy of the emailed receipt.

*Do not upgrade your seats or select Early Bird check-in without prior approval*

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 (Gay Kurahashi at 1-800-235-UCLA or gkurahas@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).
Academic Senate Travel Policy and Procedures: Arranging/Booking Travel

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). If you choose to use a Campus Fleet Car, the Senate will not assume responsibility for any liability or damage. Please note that some campuses have designated parking areas for Campus Fleet Cars. Unless you park in those areas, you must obtain a parking permit to avoid a parking violation ticket. A car rental will be reimbursed only if you can show that it was more economical than other forms of transportation. No charges for insurance or car upgrades will be reimbursed.

Process:
1. UCOP has negotiated contracts with the following rental car agencies for employees traveling on University business: Enterprise, Hertz, and National.
2. Car reservations can be made online through the Concur 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 Concur travel portal; there is no “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
3. When renting a car, do not accept the agency insurance coverage or an upgrade. Such charges will not be reimbursed.
4. Amtrak reservations can be made through the local campus Concur travel portal. UC has a 15% discount agreement with Amtrak for rail service within the California corridor.
5. For trains, shuttles, and taxis: Keep original receipts or ticket stubs for train travel. Receipts are not required for BART, local buses, and taxis.
6. Parking: Report parking expenses on reimbursement form; receipts for parking are not needed.

Lodging
For one-day meetings, overnight lodging will not be reimbursed unless approved in advance by the Academic Senate Executive Director (monica.lin@ucop.edu). Overnight lodging may be approved if:
1. You are on travel status prior to 6:00 am or after 10:00 pm;
2. You have documented health-related reasons;
3. You will attend another Senate-approved function the day before or the day immediately following the meeting; or
4. You will attend another non-Senate function the day before or the day immediately following the meeting, and the other party will share the cost.

For two-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](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](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 $62 per day, if the trip is more than 24 hours. No receipts are needed.

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](http://senate.universityofcalifornia.edu/_files/resources/travel-reimbursements.pdf).