

**UNIVERSITY OF CALIFORNIA ACADEMIC SENATE  
TRAVEL POLICIES AND PROCEDURES:  
ARRANGING/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 cab fare, parking, and local transportation. In order to book air travel without having it billed to the traveler's personal credit card, travelers from every campus but Santa Barbara should use the customized Southwest Airlines SWABIZ link provided in this document. For flights from airports not served by Southwest, travelers should call, email or submit a web request to 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 Senate Travel* (<http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>).

The UCOP travel policy (Business and Finance Bulletin G-28) is available at <http://policy.ucop.edu/doc/3420365/BFB-G-28>.

**Making Airline Reservations**

***Travelers should book their 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. Only travelers who know their plans are likely to change should book higher-price fares.***

***Travelers are responsible for making their own travel arrangements.*** Flights booked through SWABIZ or UC Travel Center will be billed directly to the Systemwide Senate office, not to the traveler. Travelers who book their flights in any other manner must charge the fares to their own credit cards 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 (Southwest) for UC Academic Senate (for all travelers except those traveling to or from Santa Barbara)**

First time travelers on SWABIZ will need to 1) Either have a 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 by selecting the Rapid Rewards site, or go to: [https://www.southwest.com/rapid\\_rewards/?int=GNAVRPDRWDS](https://www.southwest.com/rapid_rewards/?int=GNAVRPDRWDS)

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After creating a Rapid Rewards account, the traveler will also need to create a personalized traveler account at the SWABIZ site (<https://www.swabiz.com/cgi-bin/travelerAccountLogin>), which only needs to be created once a year. This will be used to allow direct billing to the Academic Senate instead of to the traveler's credit card. Please follow these steps:

- **Step One** – Enter Academic Senate account number in Company ID field. The account number is 99679333
- **Step Two** – Enter your Southwest Rapid Reward number in Account Number field.
- **Step Three** – Enter Southwest Rapid Reward Account Password in Password field.
- **Step Four** – Click on the Login button
  - **Note:** It will take up to 24 hours before permission is granted for access to the direct bill method of payment. If immediate access is necessary please contact Tenneh Fallah at (510) 987-9136 or [Tenneh.Fallah@ucop.edu](mailto:Tenneh.Fallah@ucop.edu) during regular business hours for assistance.
  - **Note:** Traveler will receive confirmation by e-mail that the direct bill method of payment has been activated. Upon receipt of confirmation, the traveler can begin booking Southwest trips through SWABIZ for the Academic Senate.

Follow the steps above, as illustrated in the Traveler Account login page

The screenshot shows the SWABIZ website's Traveler Account Login page. The page is titled "Traveler Account Login" and is part of the SWABIZ (Southwest Airlines Business Incentive Rewards) portal. The page includes a navigation bar with links for Home, Sign Up 'n Save, About Southwest, and Help. The main content area is divided into several sections:

- SWABIZ** logo and navigation tabs: Book Travel, Leisure Offers, Travel Tools, Rapid Rewards®.
- Traveler Accounts** section: A red box labeled "Academic Senate Account Number" points to the "Company ID" field, which contains the value "99679333". Another red box labeled "Rapid Rewards Number" points to the "Account Number (Rapid Rewards Membership Number)" field. A third red box labeled "Rapid Rewards Account Password" points to the "Password" field.
- Convenient Features just for you.** section: A list of features including viewing itineraries, quick reservations, storing credit card preferences, viewing account activity, verifying information, changing passwords, and requesting flight credit.
- Important Login Information** section: A paragraph explaining the "cookie" requirement for login, followed by a list of security notes and a link to the Privacy Policy.

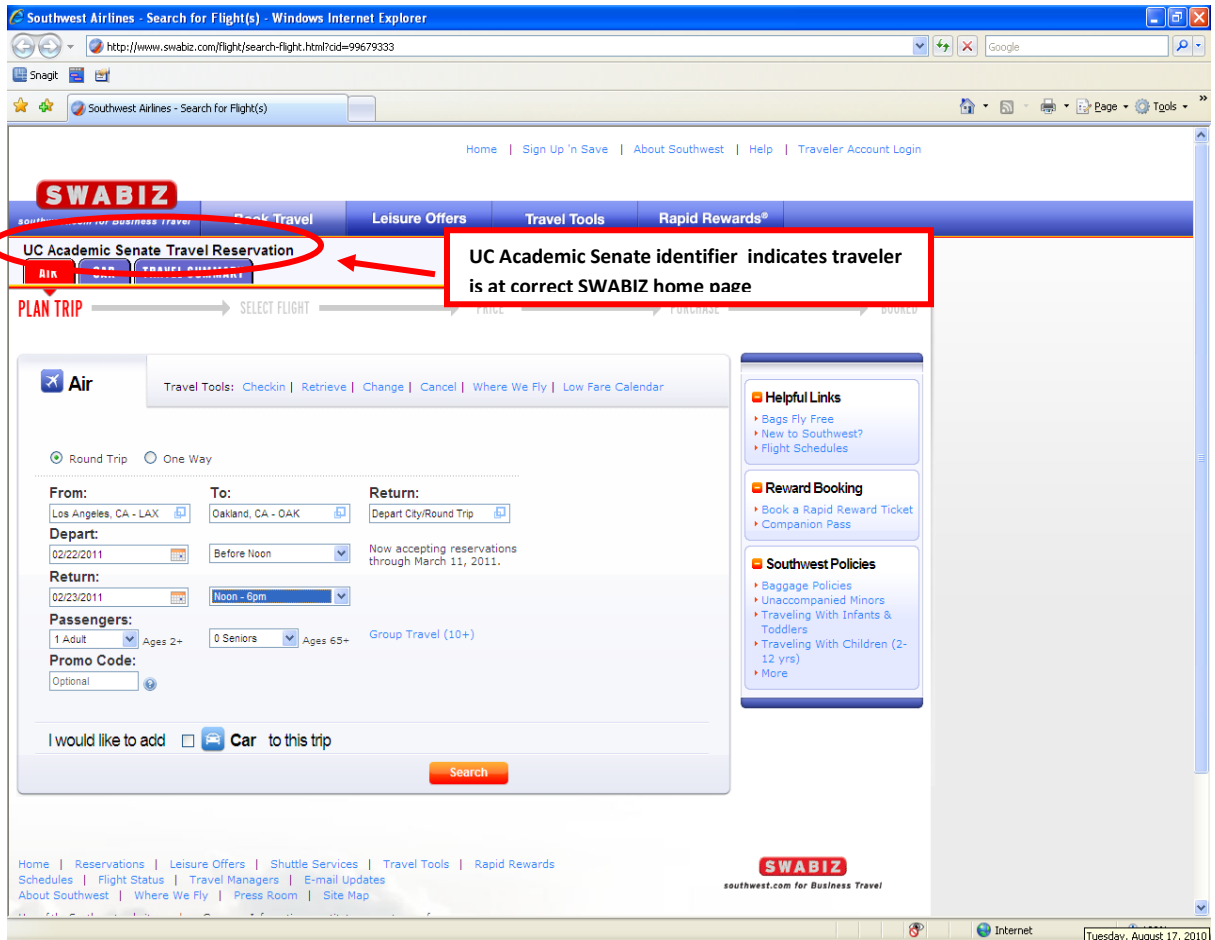
The "Traveler Account Login" form includes the following fields and options:

- Company ID:** 99679333
- Account Number (Rapid Rewards Membership Number):** (Empty field)
- Password:** (Empty field)
- Remember my Company ID and account number for future login.
- 
- Create an Account:** If you do not already have an Account Number, you may [Create an Account](#) now.

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

### SWABIZ home page for Academic Senate



Once the reservation has been completed, Southwest will email the itinerary. The traveler should retain a copy of the Southwest itinerary including the confirmation number. This is required to check-in and obtain a boarding pass. **Once the ticket has been issued, the traveler must e-mail the invoice / itinerary to [brctravelandent@ucop.edu](mailto:brctravelandent@ucop.edu)**; The BRC may also be cc'd during the reservation process. This is **important!** Keep a copy of your receipt.

**Note – Personal travel arrangements may not be booked through the SWABIZ for Academic Senate website.** Personal travel should be booked through the traveler's campus Connexus portal.

### **Option 2: UCLA Travel Center (for travelers to or from Santa Barbara only)**

1. Faculty may book their flights over the phone/email or through the UC Travel website:
  - a. By phone/email: Call or email UC Travel Center to book your flight (Gay Kurahashi at (800) 235-UCLA or [gkurahas@finance.ucla.edu](mailto:gkurahas@finance.ucla.edu))
  - b. Through the UCLA Travel website (<https://www.travel.ucla.edu/>). Make sure to change

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“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. You will need to 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 and that a PAC number for the meeting has already been issued by UCOP’s Business Resource Center. UC Travel will confirm that you are an authorized Senate traveler. **Note: PAC numbers are issued only for travelers to or from Santa Barbara. All other travelers will have to request approval.**
3. Unless you are aware that your plans are likely to change, request the cheapest available fare, typically a non-refundable advance reservation. The Senate will cover the cost of cancellations or changes if required by changes in the meeting schedule or circumstances beyond the traveler’s control.
4. Once you have completed your reservation, UC Travel will email you an itinerary. To ensure that your reservation has been ticketed, click on the “Virtually There” link and verify that you have received an “ELECTRONIC TICKETLESS RESERVATIONS RECEIPT” with a confirmation number. You must have a confirmation number for ticketless check-in. (Forward the email to [BRCBlue@ucop.edu](mailto:BRCBlue@ucop.edu) if not already cc’d.)
5. Keep a copy of your e-receipt.
6. **Note: Personal travel may not be booked through UC Travel**

### Option 3: Air-Fare Reimbursement (least preferred)

The Senate will reimburse only the amount the same flight would have cost if booked through SWABIZ or UC Travel Center. The Senate will not reimburse costs of 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>. If you are indeed booking air-fare on your own, please keep the following stipulations in mind:

- i. Unless the traveler has 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.
- ii. In advance of the meeting, a traveler with a medical condition must submit to the Executive Director a doctor’s letter explaining why a higher class of travel is medically necessary.
- iii. No out of state travel will be reimbursed without prior approval by the Executive Director.

### Non-Air Travel (car, bus, train, etc.)

When air travel is available, reimbursement for surface transportation may not exceed airfare plus the cost of transportation to and from airports. The current standard mileage reimbursement rate for a personal vehicle is \$0.54 per mile (effective 1/1/16). If travelers 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 when the traveler

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can show that it was more economical than other forms of transportation. No charges for insurance or car upgrades will be reimbursed.

### **Process:**

1. The Office of the President 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 on-line through 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 campus's Connexus travel portal; there is no "Academic Senate" Connexus portal.** Click on the following link to find your campus portal:  
<http://www.ucop.edu/connexus/campuslinks.html>.
3. When renting a car, do NOT accept the agency insurance coverage or an upgrade. You will NOT be reimbursed for these charges.
4. Amtrak reservations can be made through the local campus Connexus 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 are not needed.

### **Lodging**

For one-day meetings, overnight lodging will not be reimbursed unless approved in advance by the Executive Director ([hilary.baxter@ucop.edu](mailto:hilary.baxter@ucop.edu)) unless one of the following conditions is met:

- i. The traveler is on travel status prior to 6:00 a.m. or after 10:00 p.m.;
- ii. Health-related reasons (documented);
- iii. Traveler will attend another Senate approved function the day before or the day immediately following the meeting; or
- iv. Traveler 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 Executive Director in advance of the meeting.

Lodging is not to exceed \$275 per night (excluding taxes). UC has negotiated favorable rates with the following hotel chains: Marriott, Starwood Hotels, and Wyndham Hotel Group which can be booked on-line through Connexus appointed travel companies BCD/Cliqbook or UC Travel Center via the Connexus portal. **Please use your campus's Connexus travel portal; there is not an "Academic Senate" Connexus portal.** Click on the following link to find your campus portal:  
<http://www.ucop.edu/connexus/campuslinks.html>.

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### **Process:**

1. **(Preferred Option)** Hotel reservations can be made on-line through the campus Connexus 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. Your hotel cannot be prepaid. **Please use your campus's Connexus travel portal; there is not an "Academic Senate" Connexus portal.** Click on the following link to find your campus portal: <http://www.ucop.edu/connexus/campuslinks.html>.
2. Alternatively, traveler may book a hotel reservation by calling a UC Travel Center or BCD agent, using your credit card. If you are being reimbursed 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), travelers will not be reimbursed for meals during a trip of less than 24 hours. Please refer to the policy on "Arranging Lodging" above for information on when overnight stays are authorized. For those meals that are reimbursable, travelers 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 the traveler's 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. Keep all original receipts.
2. When two or more attendees at the same meeting eat together, each traveler must request their own receipt and reimbursement. Please see *Getting Reimbursed for Senate Travel* (<http://senate.universityofcalifornia.edu/files/resources/travel-reimbursements.pdf>).