

LAUC Travel and Reimbursement Policy and Procedures

(2003/LKennedy; rev. 06/2009/SDunlap; rev. 09/2011/MYonezawa)

Below are general procedures for reimbursement of expenses associated with travel to meetings of the Librarians Association of the University of California. In order to make effective use of limited LAUC travel funds, please make your travel reservations within the timeframe required to get the best fares, or make use of state-contracted fares when less expensive or otherwise more appropriate to your situation (see section II). Reimbursement requests for travel expenses should be submitted within 30 days after completion of the trip.

I. Reimbursement policies:

A. Travel

From its statewide travel budget, LAUC funds the following expenses:

- 1) LAUC Spring and Fall Assembly:
 - Executive Board members (LAUC Officers, Divisional Chairs, Parliamentarian, SLASIAC and SOPAG representatives, all of whom attend the LAUC Executive Board meeting held the day before or the day after the Assembly): Travel, hotel (one night), lunch at the Assembly
 - Other official delegates: Travel, lunch at the Assembly
- 2) LAUC Committees
 - Committee Members: Committee travel is subject to advance approval by the President, but typically will be allowed for one meeting per year. [If necessary, support for additional meetings may be requested. Conference calls are normally supported by the members' libraries; contact the LAUC President if this can't be accommodated]
 - LAUC Executive Board Members: travel to in-person Executive Board meetings scheduled between Assemblies, including the Transition Meeting. The Transition Meeting is normally scheduled in August; incoming Board members attend.
 - The LAUC President funds initiation fees for conference calls; member's libraries generally pick up long distance charges for participating members. Contact the LAUC President if this can't be accommodated on an individual campus.
- 3) LAUC Representatives to University Librarian Advisory Groups: Travel to scheduled group meetings.

B. Entertainment Expenses

Eligible expenses: committee refreshments or working lunch during an all-day meeting, Executive Board working dinner at Assembly. No reimbursement for alcoholic beverages. Consult the LAUC President before authorizing other expenditures.

II. Use of UCLA Travel Center to take advantage of State-contracted airfares:

LAUC members are eligible to use state-contracted airfares, if desired. The contracted fares may be less expensive depending on the destination and when the reservation is being made; there are penalties for making changes. In order to make use of contracted fares, the LAUC traveler must make reservations via the UCLA Travel Center. Information on specific fares is at <http://www.ofa.dgs.ca.gov/Travel+Programs/AirFare.htm>

In advance of any event, such as the Assembly, the LAUC President is required to:

1. Send a pre-approval form with the agenda and attendees list to Gloria Alfaro, gloria.alfaro@ucop.edu, in Academic Planning, Programs and Coordination – UCOP. Gloria Alfaro will arrange to get the pre-approval form signed off of Dan Greenstein, the Budget Office, and the EVP for Business Operations.
2. Send to our UCOP Business Resource Center contact a list of all members eligible for travel reimbursement for that specific event and a copy of the pre-approval authorizing the expenses before reservations can be made through the UCLA Travel Center. Amy Vrizuela, amy.vrizuela@ucop.edu, our UCOP Business Resource Center (BRC) Gold Team contact, forwards the appropriate authorization information to the UCLA Travel Center.

In the case of LAUC Committee meetings, however, Committee chairs must advise the LAUC President of upcoming scheduled in-person meetings in order for any of the committee members to take advantage of the contract fares.

In the case of LAUC Representatives to the University Librarians Advisory Groups, representatives must advise the LAUC President of upcoming in-person scheduled meeting in order for the representative to take advantage of the contract fares.

Instructions:

1. Call or e-mail UCLA Travel to book your flight. The contacts are:

Gay Kurahashi, UCOP Travel Counselor
Email: gkurahas@finance.ucla.edu
Phone: (800) 235-8252 (Press Option 1 and then 2)

Or:

Gail Gimena, UCOP Travel Counselor
Email: ggimena@finance.ucla.edu
Phone: (800) 235-8252 (Press Option 1 and then 2)

2. Identify that you are traveling on LAUC business via UCOP funding. Provide your name, campus, and meeting date. The Travel Counselor will confirm that you are an authorized LAUC traveler from a list provided by the LAUC President for each meeting or event. If you are leaving a message, provide as much information as possible, including requested travel dates and times.

3. Once you have completed your reservation, UCLA Travel will email a confirmation and your electronic ticketless reservation receipt.
4. After your trip, submit a copy of your electronic reservation receipt along with your other receipts to Dan Greenstein, Vice Provost, Academic Planning, Programs and Coordination (see procedures in section III below).
5. If you are unable to attend a meeting, please be sure to cancel your reservation. Contact UCLA travel to cancel your reservation.

III. Reimbursement Procedures

Please ask your library budget office to follow these instructions when requesting reimbursement from LAUC systemwide funds.

Our LAUC Budget/Reimbursement Contacts at UCOP:

Dan Greenstein
University of California Office of the President
1111 Franklin St. 11th Floor
Oakland, CA 94607-5200

Assistant to Dan Greenstein
Padona.Yeung@ucop.edu
Voice: (510) 987-9478
Fax: (510) 987-9447

Gloria Alfaro
Gloria.Alfaro@ucop.edu
Academic Planning, Programs and Coordination
Voice: (510) 987-9579

A. (For Library Accounting offices) Reimbursement of travel expenses using the LAUC fund:

- 1) Complete the Travel Expense Voucher form (go to UCLA Travel Center /Travel Resources at http://www.travel.ucla.edu/new/travel_resources.shtml; select Travel Voucher (Excel Format); print and complete) including the name and phone number of the preparer. If your institution uses a different form, or you have other questions, contact Amy Vrizuella for instructions.
- 2) In order to ensure accuracy of payment, please provide the traveler's:
Social Security Number
Home Mailing Address (with zip code)
Phone Number (Work)

- 3) Indicate the location-account-fund-sub-object code for the LAUC travel fund:
M-600801-19900-3-2000.
- 4) All original receipts should be attached to an 8 1/2 X 11 sheet of paper.
- 5) If you used a LAUC-funded ticket through the UCLA travel Center, include a printout of your
 - electronic reservation receipt (even though it was already charged to LAUC funds, it
 - confirms that the travel was completed).
- 6) If you are claiming mileage, please print a copy of "MapQuest" directions that show the mileage totals and include them with your request for reimbursement.
- 7) Mail to Dan Greenstein at the address above.

B. Reimbursement of entertainment expenses using the LAUC fund:

Eligible expenses: committee refreshments or working lunch during an all-day meeting, Executive Board working dinner at Assembly. No reimbursement for alcoholic beverages. Consult the LAUC President before authorizing other expenditures. For additional information consult UC Business and Finance Bulletin BUS-79 - entertainment

<http://www.ucop.edu/ucophome/policies/bfb/bus79.html>

Maximum limits for meal expenditures are listed in Appendix A

- 1) Prepare entertainment check request form including the name and phone number of preparer. In order to ensure accuracy of payment, please provide the librarian's:
 - Social Security Number
 - Home Mailing Address (with zip code)
 - Phone Number (Work)
- 2) Indicate the location-account-fund-sub-object code for the LAUC fund:
M-600801-19900-3-3310.
- 3) All original receipts should be attached to an 8 1/2 X 11 sheet of paper.
- 4) Please include a list with the name and affiliation of each attendee.
- 5) Mail to Dan Greenstein at the address above.