



## PLANNING A UC BUSINESS TRIP OUT OF THE COUNTRY?

Below are a few quick tips to prepare UCOP travelers for foreign business travel:

**Your Credit Cards:** You go to pay for an expense while on foreign travel and your card is declined. Why? Banks and credit card companies use fraud-monitoring systems that may interpret unusual card activity as potential fraud. When they see a purchase come in from another country, they may decline the charge to protect your account. Whether you plan to use your UCOP T&E card or your personal credit card, avoid any unpleasant surprises by notifying the bank of your itinerary before you leave.

**Your Phone:** Don't be waylaid by expensive foreign roaming costs! Customers with UCOP Smartphone devices should submit their request to add global features by submitting a Smartphone Account Changes form through the IT Service Hub at least 3-5 working days in advance of their foreign business travel. With your request provide the following: the Smartphone number(s) (include devices you plan to carry in addition to your Smartphone), carrier, destination(s), and the duration of the trip (start/return date). From the IT Service Hub Home page, find the form under Work Equipment > Smartphone Requests > Smartphone–Account Changes.

**Your Personal Travel:** Combining business travel with personal? *Before you book* your flights, be sure to get an airfare quote for comparison purposes. If the cost of the airfare with your personal travel included is higher than the airfare quote for the business only travel, you will need to use a personal credit card to pay the entire cost of the airfare and then be reimbursed for only the business portion following the trip. For more details, reference our BRC Blast-Comparison Airfare at: <http://www.ucop.edu/business-resource-center/files/blast-te-jan2016.pdf>.

**Your Receipts:** Be sure to bookmark our handy travel and entertainment quick tips card at <http://www.ucop.edu/business-resource-center/files/te-quicktip-card.pdf>. The receipts requirement for actual expenses incurred is the same whether you are traveling domestically or out of the country. If you plan to submit for per diem expenses, remember the following:

- In general, per diem reimbursements do not require receipts.
- Per diem amounts should be adjusted to reflect actual time spent in a given location and to reflect actual costs.
- The method used to claim expenses must be used consistently throughout the trip. For example, if you opt to claim lodging per diem and actual meals, you must use the same method for all locations visited on the trip. You cannot claim lodging per diem in one country and lodging actual in another.

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