

Travel Information

For any questions about your visit, please contact:

Debra Nordyke Academic Personnel & Operations Coordinator Harold Frank Hall, Room 2104 dnordyke@ucsb.edu 805-893-2207	Saehee Jong Communications & Special Events Assistant Harold Frank Hall, Room 2120C sjong@ucsb.edu 805-893-2452
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Initial Information to send:

- Your Cell Phone Number
- Your Travel Schedule
 - Air Travelers (further instructions below)
- What do you want to accomplish on your visit?
- How many travelers accompanying you?
- Dietary Restrictions (optional)

Important Notes about Travel Reimbursements:

1. The UC System has detailed policies regarding travel reimbursements, please be sure to review **Section 1** below to avoid any issues. You may also view them at <https://policy.ucop.edu/doc/3420365/BFB-G-28>
2. Per UC Policy, *all travel reimbursement claims must be submitted to the CS office within 30 days of the completion of your trip* in order to receive a reimbursement.

SECTION 1: TRAVEL & REIMBURSEMENT

The Computer Science Department prefers visitors to make their own travel arrangements, with the exception of hotel reservations. **Note:** *Send Samantha your travel itinerary prior to purchase for approval.*

Per UC Policy:

- We can only reimburse coach class or economy tickets
- Receipts must include itinerary, total cost, and proof of purchase (e.g. VISA -1234)
- You can purchase airfare through sites like Expedia and Kayak as long as it meets the above two requirements. Do not purchase package deals (airfare & rental or airfare & hotel). Do not purchase from Hotwire as they do not show a breakdown of expenses.
- Meals are claimed on a day-by-day basis and will be reimbursed to a maximum of \$62 per 24-hour period

Travel Options:

- Flight
- Amtrak
- AirBus
- Rental Car

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- Personal Vehicle

Arrival Airport Location Options:

- Santa Barbara Airport (SBA) – next to UCSB, a 5-10minute drive
- Los Angeles International Airport (LAX) and take the Santa Barbara Airbus

Local Transportation:

UCSB and the hotel are both within 2 miles of Santa Barbara Airport (SBA). Your interview day(s) transportation will mostly be provided by your faculty host and one of the following other options.

- Taxi – Paradise Cab Co.
 - Call or Text (805) 377-1112
- Uber or Lyft

UCSB Drop-off Location:

- UCSB KITP (Kavli Institute for Theoretical Physics) which is across the lane from the Computer Science Department in Harold Frank Hall

Rental Cars:

Due to the UC System reimbursement policies, please consult with Samantha prior to your rental.

UC Policy:

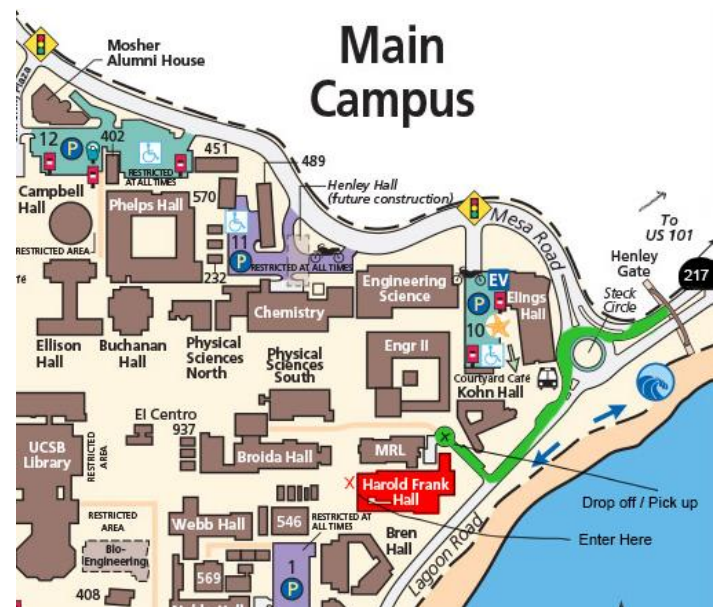
- Travelers should present the identification number representing UC's agreement with the rental car company.
 - Number will assure discount rates and free Collision Damage Waiver coverage is provided
- UC Agreements:
 - Enterprise - CDP # XZ32A01
 - National – CDP # XZ32A01
 - Hertz - CDP# 72130
- The University will not reimburse travelers for the purchase of CDW, LDW, SLI or Personal Accident Insurance (PAI) on rental cars
- Receipts and a copy of the rental agreement are required for Rental Car expenses.

Personal Automobile Travelers:

- Reimbursement rates: 53.5 cents a mile (includes gas)
- Insurance: Liability Insurance required

Parking:

- A “VIP” Campus Parking Permit may be reserved under your name
- Pick up the Permit at the Information Kiosk at University Plaza or at the Parking Services Office
 - Hours 7:30am – 5:00pm
- **Parking Lot 10** is recommended. Do not park in the spots labeled – Coastal Access, Restricted, Faculty Only.



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Documentation Needed:

During your visit you will meet with Samantha to complete the necessary form for reimbursements. These include:

- Receipts – original “itemized” receipts associated with your trip
 - Electronic receipts are accepted for airfare and intercity transportation if they were purchased online or through an app
 - Receipts may be scanned and emailed if they are under \$75 per incident for meals, local bus/taxi, gas for prior approved rental car
- Domestic Travel Reimbursement Worksheet
- UCSB Declaration of Immigration Status by a Non-Citizen form
 - All non-resident aliens who receive money in the U.S. fill this form
 - Will need/need to know:
 - Passport –photo copy of the Picture Page
 - Visa –photo copy of the Picture Page
 - Current Immigration Status
 - Immigration Documentation to Support - Green Card, I-94 Form, Proof of Canadian Residency, or Other (J-1, F-1, B-1 copy)
 - **NOTE:** The following are *not eligible* to receive any travel payments for expenses incurred in the U.S. – F-2, H-4, O-3, and P-4.

If you are unable to complete your travel paperwork during your visit, please fax/email/mail the applicable information to:

Debra Nordyke
dnordyke@ucsb.edu
805-893-8553 (fax)

OR

Computer Science Department Search Committee
c/o Debra Nordyke
2104 Harold Frank Hall
University of California, Santa Barbara
Santa Barbara, CA 93106-5110

SECTION 2: LODGING

The room will be directly billed (including taxes) to the Computer Science Department. Incidentals must be paid by you and can be claimed if reimbursable.

Hotel:

- The reservation will be made under your name. Your confirmation is typically emailed to you directly; however, if you have not received anything, contact Samantha to provide you this information.

SECTION 3: SCHEDULES, SEMINAR, AND MEETINGS

Schedule:

You will have a personalized schedule based on your travel arrangements. The finalized schedule will be

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sent to you 1-3 days prior to your visit. Your schedule will include:

- Your Detailed Visits
- Your Host Information
- Admin Contact
- Wireless Access
- Map of UCSB with “drop off” locations

Meetings:

You will have pre-scheduled meetings and “on-your-own” time which will be presented in your personalized schedule Samantha will send to you prior to your visit.