Travel Information

For any questions about your visit, please contact:

<table>
<thead>
<tr>
<th>Debra Nordyke</th>
<th>Sahee Jong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Personnel &amp; Operations Coordinator</td>
<td>Communications &amp; Special Events Assistant</td>
</tr>
<tr>
<td>Harold Frank Hall, Room 2104</td>
<td>Harold Frank Hall, Room 2120C</td>
</tr>
<tr>
<td><a href="mailto:dnordyke@ucsb.edu">dnordyke@ucsb.edu</a></td>
<td><a href="mailto:sjong@ucsb.edu">sjong@ucsb.edu</a></td>
</tr>
<tr>
<td>805-893-2207</td>
<td>805-893-2452</td>
</tr>
</tbody>
</table>

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
Travel Information

• Personal Vehicle

Arrival Airport Location Options:
• Santa Barbara Airport (SBA) – next to UCSB, a 5-10 minute 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.
  o 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.
  o Number will assure discount rates and free Collision Damage Waiver coverage is provided
• UC Agreements:
  o Enterprise - CDP # XZ32A01
  o National – CDP # XZ32A01
  o 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
  o Hours 7:30am – 5:00pm
• Parking Lot 10 is recommended. Do not park in the spots labeled – Coastal Access, Restricted, Faculty Only.
Travel Information

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. Incidental costs 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
Travel Information

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.