Division of Biological Sciences
Travel Checklist:

**Before Travel**

- Contact your FA and give her the information to generate a trip number:
  1. Dates of travel
  2. Location(s) of travel
  3. Business purpose(s)
  4. Total estimated cost
  5. Conference agenda or letter of invitation
  6. Can registration fees be paid in advance by check?
  7. Can hotel costs be paid in advance by check?

- If booking travel for a third party, provide guest contact information to the faculty assistant in addition to the information above so that the guest can be added to the UCSD financial system. **Do not pay travel expenses for guests.**

- If your airfare isn't booked through Connexxus or a Connexxus agency like Balboa Travel, sign up for business travel insurance at https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2&enterprise=1.

- Do not pay extra for rental car insurance (see http://blink.ucsd.edu/travel/training-guidelines/booking/automobiles/car-rental.html#4.-Follow-these-steps-to-rent-f).

- Upgrade costs for rental cars and airfares usually cannot be reimbursed. Provide an explanation/doctor's note on the necessity of upgrades.

  - If you are not already in the Travel system, it may take 2 working days to have you added. It can take up to 2 weeks to get an advance check sent out.

**During Travel**

- **Save itemized receipts** for lodging and meals. For alcohol please obtain a separate receipt. Do not staple or put tape on receipts. Do not include expenses for family members or colleagues on receipts.

- Be sure to get itemized rental car receipts, and cost comparisons for any complimentary upgrades.

- Fill up rental cars at gas stations; do not pay for gas through the rental car company.
After Travel

- Bring all receipts to your FA within a week. Travel Card problems arise if you wait longer. Reimbursements generally aren't possible after three months.

- If you hosted meals during travel, give your FA the business purpose and guest list.

- If your trip includes mileage, include a google map or similar showing mileage driven.