

March 2018

REMINDERS, UPDATES & NEWS

REMINDERS

AT LEAST 10 DAYS BEFORE YOU TRAVEL...



- Submit a completed and signed [Request for Travel Approval](#) to your department's travel contact.
- This must be signed by the traveler, and approved by the traveler's supervisor and the department head. If prior approval is not completed, you will not be reimbursed for travel expenses.
- Travel approvals must be submitted a **minimum of two weeks (10 working days) before the trip.**

WITHIN 45 DAYS AFTER YOU TRAVEL...



- Complete a [Travel Reimbursement Worksheet](#) and submit it along with ALL your original receipts to your department's travel contact.
- If you don't have a receipt for an expense claimed for reimbursement, be sure to fill out a [Declaration of Missing Evidence form](#) to submit with your reimbursement request.

*It is our campus policy that travel expense claims must be submitted to the disbursements/travel accounting office (Business & Financial Services) within a reasonable amount of time **not to exceed 45 days after the end of a trip** unless there is recurrent local travel, in which case claims may be aggregated and submitted monthly.*

2017-18 PERFORMANCE EVALUATIONS



It's the time of year to begin thinking about annual performance evaluations. It is particularly of importance for all individuals with supervisory responsibilities to start taking steps now to prepare for

the annual evaluation process that should be completed by May. Please see the memo to campus from Cynthia Señeriz from February 28, 2018 for more information:
<https://www.hr.ucsb.edu/memos/2018/fy-2017-18-performance-evaluations-policy-covered-staff>

UPDATES

18% GRATUITY FOR MEALS WHILE ON TRAVEL STATUS



The daily maximum Meals & Incidental Expense Reimbursement Cap is \$62, which includes all meals, tips and gratuities given to servers, baggage carriers, or porters. As a best practice, the reasonable amount to tip for meals while on travel status is 18%. (This may vary due to service providers and/or location.)

NEWS



Britney Luebeck has been hired as the new Academic Services Coordinator in EAOP starting on March 1, 2018.



Briana Villaseñor, Director for Budget, Analysis, and Administration for Enrollment Services, will be the next Assistant Dean for the Gevirtz Graduate School of Education starting on March 19, 2018. Her last day in Enrollment Services will be Friday, March 16, 2018. Boris Palencia will be the primary contact in her absence until the position is permanently filled again. A recruitment is currently under way.

Enrollment Services Administrative Unit

<http://www.sa.ucsb.edu/enrollment-services/>