

Travel Information for UC HIPACC Summer School Students

Note: Students are responsible for booking their own airline tickets. Lodging reservations (on campus only) will be made through the registration page.

Travel expenses will be reimbursed to you by check. Your check will be mailed to your home address. Please follow the instructions below to help speed up the process of your reimbursement.

1. Please fill out the first page of the [Payee Setup Request Form \(204 Form\)](#). Once completed, please print form, sign, and fax or mail as follows:
 - Fax: (831) 459-5777
 - Mail: University of California, Santa Cruz(UCSC), UC-HIPACC Office, MS: SCIPP, NS2 #337, 1156 High Street, Santa Cruz, CA 95064
 - It is important that we receive your signed 204 Form. ***UCSC will not process any reimbursement without a completed 204 Form.***
2. Once your travel is completed, please complete the [UCSC Post Travel Expense Form](#). Please enter your transportation expenses that you are requesting reimbursement for, sign, and return via US Mail to:
 - University of California, Santa Cruz(UCSC), UC-HIPACC Office, MS: SCIPP, NS2 #337, 1156 High Street, Santa Cruz, CA 95064
3. UC HIPACC will reimburse the following transportation expenses:
 - Airfare: ***UCSC will only reimburse the cost of coach or economy class fare.***
 - Taxi/Shuttle to/from the Airport.
 - Private car mileage: UC mileage reimbursement rate is currently \$0.51/mile.

Please submit an original, itemized receipt, which clearly shows the method of payment, for your airfare.

4. Please note that when a personal vehicle is used in lieu of air travel to the same destination, the lesser of the following costs will be reimbursed:
 - Airfare plus transportation costs to and from airport, or
 - Automobile mileage cost(based on the UC reimbursement rate of \$0.51/mile) plus the cost of meals, lodging and parking while in transit.

If you decide to drive your personal vehicle instead of flying, it must be the most economic form of transportation. UCSC requires that the Traveler obtain a flight cost comparison of a coach or economy class fare from where you live to the UC HIPACC Conference. Please submit your cost comparison (if applicable) with your travel paperwork.

5. Foreign travelers only: Please send a copy your valid form I-94, and complete the [Certification of Academic Activity](#). Once completed, return with your Post Travel Form and 204 Form as noted above.

