

## ISSAC 2014 Student Travel Instructions

Transportation expenses will be reimbursed to you by check. Your check will be mailed to your home address. Please follow the instructions below to 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 bring it to the conference. If you prefer, you could fax or mail it to:
  - Fax: (831) 459-5037
  - 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. Foreign travelers only: Please send a copy of your valid form I-94, and complete the [Certification of Academic Activity](#). Once completed, return with your Post Travel Form and 204 Form.
3. Once your travel is completed, download the form at [Post Travel Form](#).
4. Please enter all expenses that you are requesting reimbursement for, **sign**, and return via US Mail to the address above. Or, if you do not need to submit original receipts, you can scan and email the signed post travel form to [hipacc@ucsc.edu](mailto:hipacc@ucsc.edu).
5. UC Employees are encouraged to use Connexus at [https://financial.ucsc.edu/Pages/travel\\_guide.aspx#Connexus\\_Login](https://financial.ucsc.edu/Pages/travel_guide.aspx#Connexus_Login) to rent cars and reserve airfare.
6. UC-HIPACC will reimburse ISSAC 2014 students for transportation costs (not to exceed \$500):
  - Airfare: **UCSC will only reimburse the cost of coach or economy class fare.** (Please note: many websites, such as Expedia or Travelocity, do not always include the method of payment on their receipts. Please make sure you print out the receipt that shows your credit card has been charged)
  - Taxi/Shuttle to/from the Airport.
  - Private car mileage: UC mileage reimbursement rate is currently \$0.56/mile. . The University will only reimburse the least expensive form of travel (airfare when compared to private car mileage is often cheaper and the University will usually reimburse the most economical form of travel).
  - Any cost comparisons of different airfares or airfare vs. automobile comparisons must be done prior to travel with the exact dates of air travel in order to show a true comparison.
  - For questions or clarification, please contact Sue Grasso (831) 459-1531 or [hipacc@ucsc.edu](mailto:hipacc@ucsc.edu)

Please submit original, itemized receipts, *which clearly show the method of payment*, for each expense of \$75 or more. Expenses without accompanying receipts will not be reimbursed.

*Revised June, 2014*