Travel Policy

All University policy and regulations governing travel can be found at the hyperlink above. Below are some highlights from this policy that are relevant to most travelers. **Please note that any expense outside of university policy will not be reimbursed.** Please contact fac-assist@physics.ucsb.edu with any questions regarding your travel or these policies.

**General Travel**
- All original receipts for any travel expense need to show date, vendor and a form of payment.
- We require itemized receipts for all travel, and strictly prohibit the purchase of any travel package or bundle.
- If you plan to incur any personal time on your trip or book a multi-city itinerary, please contact fac-assist@physics.ucsb.edu BEFORE booking travel and a staff member will assist with your booking.

**Airfare**
- Airline credit or credit card points may not be used to book any form of travel eligible for reimbursement
- All travelers must book economy airfare on a US carrier - any upgrade will not be reimbursed unless necessary to reasonably accommodate a disability or medical need of a traveler. A doctor’s note will be required in order to receive reimbursement for an upgraded seat.
- For any travel other than a direct route from the initial departure location with no personal time, contact fac-assist@physics.ucsb.edu PRIOR to booking.

**Rental Cars**
- Rental cars will only be reimbursed up to an intermediate-size model. Vehicles up to an intermediate-size model should be used unless a no-cost upgrade is provided. Please note that we require documentation to substantiate a no-cost upgrade.
- Any charges for insurance coverage on a rental car are not reimbursable
- Traveler must provide receipt or a booking confirmation that shows evidence of payment. Rental Agreements are not acceptable.

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1 An upgrade constitutes any additional cost at the time of booking. This includes an upgrade for priority seating, economy plus or any premium cabin