

## MyTravel – Preparer Tips

### BUSINESS PURPOSE

- Why did traveler attend meeting/conference? Examples: *Professional development/learning — to network with peers — to present [as a subject matter expert] — donor cultivation*
- If travel was to a conference, upload the conference web page with org name, dates & location – including the URL for a conference web page is not sufficient [see following page for examples]
- If travel was for a program or meeting, please describe what was discussed or agenda topics and upload the meeting/program agenda (if available)
- Please spell out acronyms!

### AIR

- Be sure to substantiate baggage fees and/or include explanatory notes (e.g., “lost receipt”)
- Early-bird fees must be justified – *personal convenience is not appropriate justification*

### GROUND

- Explain business need for rental car if not obvious (e.g., meetings away from conference site)

### HOTEL

- Receipts/folios should list the traveler’s name
- Separate any fees for Internet access, parking and/or meals from hotel room/tax charges
- If the room rate changed during the traveler’s stay (e.g., higher weekend rate), please enter the correct amount for each night – do not divide the total by the number of nights

### MEALS & INCIDENTAL EXPENSES

- Cash tips are included in the \$71/day maximum – do not separate under “Other”
- If a conference/program included meal(s), the M&IE claim should total < \$71 for that day
- Per EVCAA policy, alcohol is not a reimbursable travel expense – if itemized meal receipt is not available, include traveler statement certifying that alcohol was not included in the charge
- Meals are not reimbursable for same-day trips nor for local conferences (local=40 miles or less)
- UCSD employees traveling together must claim meals separately (unless set up as group travel)
- Entertainment (hosting meals with others, e.g.) while traveling must be claimed in MyEvents

### PER DIEM

- Actual charges should be claimed
- Be sure to include currency conversions for the date(s) expenses were incurred

### REGISTRATION FEES

- Be sure to arrange for pre-payment of Travel Card to avoid US Bank “Past Due” email notices

### MYTRAVEL NOTES – GENERAL

- If a traveler had a complicated itinerary or unusual travel circumstances, please explain in detail – someone unfamiliar with the trip should be able to follow and understand what happened to incur each of the charges being claimed for reimbursement
- Charges > \$75 require an itemized receipt – if unavailable, please indicate why (e.g., traveler lost it) and explain efforts to obtain duplicate copies
- Credit card statements showing the charge may be substituted for unavailable receipts *with personal information redacted*

### SECURING PERSONAL INFORMATION


Be sure to redact (remove) all personal information from trip attachments/documentation, including:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Home address         | <input type="checkbox"/> Credit card numbers    | <input type="checkbox"/> Birth dates/place  |
| <input type="checkbox"/> Personal phone/email | <input type="checkbox"/> Social security number | <input type="checkbox"/> Medical conditions |

## Conference Web Page – Examples of Attachments

http://www.ahed.org/meet/conferences/2014

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### 2014 AHEAD Conference



July 14-19, Sacramento California

**Welcome from Conference Chairs**

Please join us at the 2014 AHEAD Conference, being held in conjunction with the pepnet 2 Training Institute (PTI). We will take an in-depth look at strategies that disability services providers can use to increase opportunities to enhance access and engagement, while introducing diversified perspectives and directions at institutions of higher education regardless of office size or geographic location. Meet colleagues from around the globe to discuss the ever changing landscape of the field and effective measures to meet or exceed institutional expectations as well departmental and personal goals. In keeping with the "Access Always, in All Ways" Conference



**Resources**

Additional 2014 Conference Resources:

- [Conference Info Packet \(MS Word\)](#)
- [Conference Info Packet \(PDF\)](#)
- [Online Registration Form](#)
- [Overall Schedule](#)
- [Featured Presentations and Events](#)
- [Programming Access](#)
- [AHEAD Start & Out of the Box III](#)
- [Announcements](#)
- [Preconference Institutes](#)
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- [Hotel & Travel Info](#)
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Acronym is spelled out  
Dates and location of conference listed

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Dates and location of conference listed

http://www.hacu.net/hacu/Annual\_Conference1.asp

[AAA](#)  
Conferences / Annual Conference



SHARE 

## ANNUAL



### CONFERENCE OBJECTIVES

HACU's Annual Conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. The conference goals are to:

- showcase successful, effective, and exemplary programs and initiatives of HACU member institutions
- promote and expand partnerships and strategic alliances for collaboration between HACU member institutions and public- and private-sector organizations
- foster and identify graduate education opportunities for Hispanic students and graduates
- deliberate policy issues affecting the education opportunities

- of Hispanics, including HACU's legislative agenda
- promote greater Hispanic participation in scholarships, fellowships, internships and other such programs funded by private and government organizations
- discuss emerging trends in higher education affecting Hispanics and HSIs, e.g., distance learning, student-centered learning, outcomes assessment, and cross-national accreditation
- To register click [here](#)