

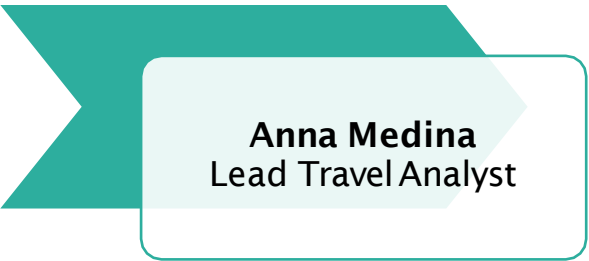
CHASS Travel Group



CHASS Travel Group~ Mission Statement

- Our mission is to support the UCR CHASS community through exceptional travel services that enable academic excellence, research, collaboration, and engagement. We leverage our knowledge, experience, and commitment to quality to provide efficient, equitable, and responsive travel support.
- From planning to processing, whether for research, conferences and visiting scholars, donor meetings, or other UC-related travel, we are committed to providing consistent, ethical, timely, and high-quality service. We believe that dependable travel support is essential to advancing the work of CHASS and ensuring a positive experience for our faculty, staff, students, and guests.

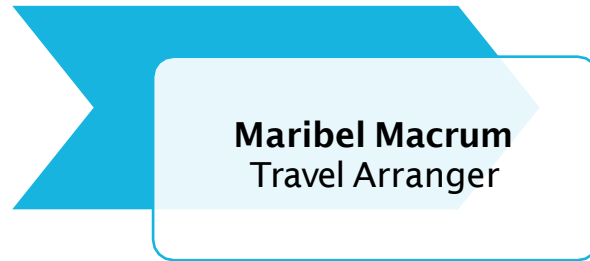
Your CHASS Travel Group Team



Anna Medina
Lead Travel Analyst

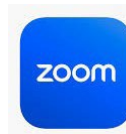


Araceli Torres
Travel Arranger



Maribel Macrum
Travel Arranger

Our Travel team is available 5 days a week virtually, via:



Or stop by the Finance Suite (3rd Floor Humanities) and meet with us in person.
Our team is hybrid, but there is at least one-person on campus M-F.

What can the CHASS TravelGroup do for You?



CHASS Travel Group ~ What we offer



Planning via CONCUR – Foreign and Domestic - We will work with UC approved travel vendors and CONCUR to search, suggest and book airfare based on your specifications, while also advising travelers when additional approvals are required for individualized service.

Support – We will ensure that you have the knowledge during your travel to track your expenses with receipts and guidelines of spending per UC Policies and CHASS guidelines.

Processing via CONCUR – We will offer quick turnaround in processing your travel, so you receive your reimbursement as soon as possible.

Types of Travel and *Projected* Turnaround on Reimbursements

	Simple Domestic	Complex Domestic	Simple Foreign	Complex Foreign
3-4 BusinessDays	✓			
4-5 BusinessDays		✓		
5-7 BusinessDays			✓	
7-10 BusinessDays				✓

*The projected timeframe begins when your Traveler submits their reimbursement request, provided there are no missing items or additional information needed, and ends when we complete the expense report. **Please note that the overall processing time is also dependent on your department's review and approval timelines.**

All travel-related reimbursements require an approved pre-trip. Ideally, the pre-trip should be completed before the trip begins to help avoid delays in processing the reimbursement.

Other Items to Note

Help is here...

- Please direct ALL inquiries to CHASStravel@ucr.edu - we will answer basic travel-related questions within 24hrs.
- Please provide 5-7 business days' notice for airfare purchase turnaround.
 - Important Information to note in your requests
 - Department
 - Trip Dates
 - Business Purpose
 - Specify if airfare is needed
 - COA or Fund Name associated with this trip
 - Indicate whether your trip will include personal days

Important Travel Policy Considerations

Important to Note...

- Domestic Lodging Max, before taxes and fees:
\$333 – must provide itemized receipt
- Daily meals & incidentals max
\$92 per day **based on actuals – not a per diem*
- Current mileage rate
\$0.725 per mile (for use of personal vehicle)

Important Travel Policy Considerations Cont'd

Items Requiring Chair's Approval

**Traveler must include a brief explanation of the business purpose.*

- Non-standard check baggage fees
- In-flight Wi-fi services
- Seat selection more than \$30 (does not include seat upgrades)
- Surface travel (instead of flying, when flying is cheaper) and must include an airfare comparison for the max. reimbursement amount.
- Group Travel (payment of expenses on behalf of other travelers / guests)

How to Help Us Help You

Plan ahead

→ Submit pre-trips before travel

Provide complete information

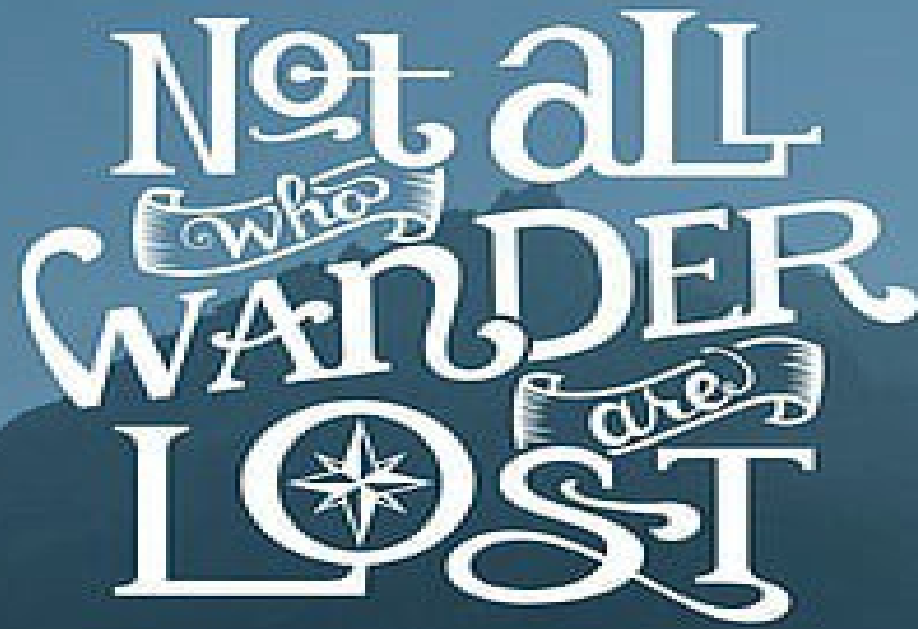
→ Department, dates, business purpose, COA/fund, personal days

Contact CHASS Travel early

→ Especially for airfare purchases

Submit reimbursement promptly

→ Avoid delays and missing documentation



Not all who wander are LOST

Any questions?