

Quick Start Travel Guide



Welcome to UCSF and the world of Travel Policy and Reimbursement. We understand the policies and process can be a little confusing and overwhelming at first. So we've developed this Quick Start Travel Guide to steer you in the right direction.

Just remember, we're all in this together, and we share the same goals – *to get the traveler reimbursed timely while following UCSF policies of appropriate expenses, required approvals, and supporting documentation.*

Please go through the following steps to become familiar with the necessary policies and process. If you have any questions, please send an email to the Controller's Office Solution Center at COsolutionCenter@ucsf.edu.

Learn About Travel at UCSF

- ✓ Find the [Controller's Office Home Page](#); then go to Travel & Entertainment.
- ✓ Become familiar with the [Travel & Entertainment site](#).
- ✓ Download a copy of the [Travel Guidelines Brochure](#). Take a copy with you when you travel on University business and/or provide copies to the travelers you support.
- ✓ Review the [Travel, Entertainment & Meeting Expenses Training Materials](#) and download a copy of the [Entertainment Brochure](#).
- ✓ Pull up the TEV (Travel Expense Voucher) from the [Forms](#) tab and practice complete one online.
- ✓ Find an individual who is familiar with the travel process at UCSF and ask to spend an hour with him or her reviewing the process – TAKE NOTES.
- ✓ Sign up for the CONTROLLER ListServ by following these simple steps:

1. Send an email to the following email address: listserv@listserv.ucsf.edu
2. Leave the Subject Line BLANK
3. In the email message, type the following:
`subscribe CONTROLLER firstname lastname`
4. Make sure you delete your signature information from this email before you send it.

This will allow you to receive the monthly newsletter *From the Controller's Office* with updates, hints, and other useful information regarding travel and reimbursement.