

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 Accounts Payable Service Desk at apservicedesk@accounting.ucsf.edu.

- ✓ Find the [Controller's Office Home Page](#), then go to [Accounts Payable Home Page](#) (bookmark this page), then click on Travel & Entertainment.
- ✓ Become familiar with the Accounts Payable 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 \(Travel Expense Voucher\) Form](#) and practice completing one on-line.
- ✓ 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 TRVL-AP-CNTCTS 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 TRVL-AP-CNTCTS](#) *firstname lastname*

This will allow you to receive periodic email messages with updates, hints, and other useful information regarding travel and reimbursement.