

Travel Information

For any questions about your visit, please contact:

Samantha Oglesby Academic Personnel & Special Events Coordinator Harold Frank Hall, Room 2104 svoglesby@cs.ucsb.edu 805-893-2207	Nicole McCoy Student Affairs Manager Harold Frank Hall, Room 2104 nicolem@cs.ucsb.edu 805-893-4323
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Initial Information to send:

- Your Cell Phone Number
- Your Travel Schedule
 - Air Travelers (further instructions below)
- Seminar Information (further instructions below)
- Dietary Restrictions (optional)

Important Notes about Travel Reimbursements:

1. The UC System has detailed policies regarding travel reimbursements, please be sure to review **Section 1** below to avoid any issues. You may also view them at <https://policy.ucop.edu/doc/3420365/BFB-G-28>
2. Per UC Policy, *all travel reimbursement claims must be submitted to the CS office within 30 days of the completion of your trip* in order to receive a reimbursement.

SECTION 1: TRAVEL & REIMBURSEMENT

The Computer Science Department prefers visitors to make their own travel arrangements, with the exception of hotel reservations. **Note:** *Send Samantha your travel itinerary prior to purchase for approval.*

Per UC Policy:

- We can only reimburse coach class or economy tickets
- Receipts must include itinerary, total cost, and proof of purchase (e.g. VISA -1234)
- You can purchase airfare through sites like Expedia and Kayak as long as it meets the above two requirements. Do not purchase package deals (airfare & rental or airfare & hotel). Do not purchase from Hotwire as they do not show a breakdown of expenses.
- Meals are claimed on a day-by-day basis and will be reimbursed to a maximum of \$62 per 24-hour period

Travel Options:

- Flight
- Amtrak
- AirBus
- Rental Car
- Personal Vehicle

Travel Information

Arrival Airport Location Options:

- Santa Barbara Airport (SBA) – next to UCSB, a 5-10minute drive
- Los Angeles International Airport (LAX) and take the Santa Barbara Airbus

Local Transportation:

UCSB and the hotel are both within 2 miles of Santa Barbara Airport (SBA). Your interview day(s) transportation will mostly be provided by your faculty host and one of the following other options.

- Taxi – Paradise Cab Co.
 - Call or Text (805) 377-1112
- Uber or Lyft

UCSB Drop-off Location:

- UCSB KITP (Kavli Institute for Theoretical Physics) which is across the lane from the Computer Science Department in Harold Frank Hall

Rental Cars:

Due to the UC System reimbursement policies, please consult with Samantha prior to your rental.

UC Policy:

- Travelers should present the identification number representing UC's agreement with the rental car company.
 - Number will assure discount rates and free Collision Damage Waiver coverage is provided
- UC Agreements:
 - Enterprise - CDP # XZ32A01
 - National – CDP # XZ32A01
 - Hertz - CDP# 72130
- The University will not reimburse travelers for the purchase of CDW, LDW, SLI or Personal Accident Insurance (PAI) on rental cars
- Receipts and a copy of the rental agreement are required for Rental Car expenses.

Personal Automobile Travelers:

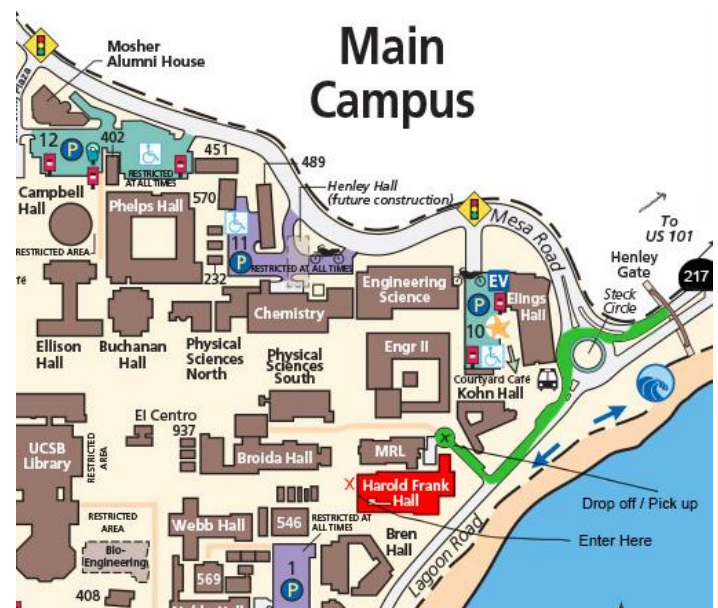
- Reimbursement rates: 53.5 cents a mile (includes gas)
- Insurance: Liability Insurance required

Parking:

- A “VIP” Campus Parking Permit may be reserved under your name
- Pick up the Permit at the Information Kiosk at University Plaza or at the Parking Services Office
 - Hours 7:30am – 5:00pm
- **Parking Lot 10** is recommended. Do not park in the spots labeled – Coastal Access, Restricted, Faculty Only.

Documentation Needed:

During your visit you will meet with Samantha to complete the necessary form for reimbursements. These



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include:

- Receipts – original “itemized” receipts associated with your trip
 - Electronic receipts are accepted for airfare and intercity transportation if they were purchased online or through an app
 - Receipts may be scanned and emailed if they are under \$75 per incident for meals, local bus/taxi, gas for prior approved rental car
- Domestic Travel Reimbursement Worksheet
- UCSB Declaration of Immigration Status by a Non-Citizen form
 - All non-resident aliens who receive money in the U.S. fill this form
 - Will need/need to know:
 - Passport –photo copy of the Picture Page
 - Visa –photo copy of the Picture Page
 - Current Immigration Status
 - Immigration Documentation to Support - Green Card, I-94 Form, Proof of Canadian Residency, or Other (J-1, F-1, B-1 copy)
 - **NOTE:** The following are *not eligible* to receive any travel payments for expenses incurred in the U.S. – F-2, H-4, O-3, and P-4.

If you are unable to complete your travel paperwork during your visit, please fax/email/mail the applicable information to:

Samantha Oglesby
svoglesby@cs.ucsb.edu
805-893-8553 (fax)

OR

Computer Science Department Search Committee
c/o Samantha Oglesby
2104 Harold Frank Hall
University of California, Santa Barbara
Santa Barbara, CA 93106-5110

SECTION 2: LODGING

The room will be directly billed (including taxes) to the Computer Science Department. Incidentals must be paid by you and can be claimed if reimbursable.

Hotel:

- The Goodland Hotel
 - Address: 5650 Calle Real, Goleta, CA 93117
 - Telephone: (805) 964-6241
 - Website: <http://www.goodland.com>
- The reservation will be made under your name. Your confirmation is typically emailed to you directly; however, if you have not received anything, contact Samantha to provide you this information.
- Calle Real Shopping Center is within walking distance
- UCSB is approximately 4 miles away

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SECTION 3: SCHEDULES, SEMINAR, AND MEETINGS

Schedule:

You will have a personalized schedule based on your travel arrangements. The finalized schedule will be sent to you 1-3 days prior to your visit. Your schedule will include:

- Your Detailed Visits
- Your Host Information
- Admin Contact
- Wireless Access
- Map of UCSB with “drop off” locations

Your typical day is 1 ½ day which will include the following:

- Your Half Day
 - 12:00pm Lunch with Department Chair at The Club
 - 30-minute interviews with Faculty
 - 3:30 – 4:30pm Research Seminar/Talk
 - One more 30-minutes interview to approximately 5:00pm
 - Dinner with Faculty
- Your Full Day
 - 8:00/8:30am Breakfast with a Faculty member
 - 30-minute interviews with Faculty
 - 12:00 – 1:00pm Graduate Student Lunch
 - 30-minutes interviews to approximately 5:00pm

Seminar:

Prior to your visit:

Send Samantha your Seminar/Talk with your title, short bio, abstract, and an optional photograph at least one week prior to your visit.

You will need to bring your own laptop, adapters, PowerPoint remote, laser pointer, etc. If you forget anything or have questions, contact Samantha.

Meetings:

You will have 30-minute one-on-one visits with faculty members. Depending on the Dean’s availability, you may also have a 30-minute visit with him. This will all be recorded in your personalized schedule.