Planning a Conference or Workshop?

If you are planning a conference or workshop please contact your RA as soon as possible to coordinate the financial aspects for the event.

BSOE Business Office response time to phone and e-mail messages

Please note our turnaround times:
Phone calls are returned within 24 hours; e-mails are answered or acknowledged within 2 business days.

Reimbursements

Please use online forms for reimbursement requests to ensure that you have the most updated version. Some of the forms have pull down options, which are not accessible when you print out the form and complete it by hand. Incomplete forms can delay your reimbursement.

For Travel download the forms at https://financial.ucsc.edu/Pages/Travel_Main.aspx

For conference travel please provide the agenda, conference or meeting brochure or other documentation substantiating the date and location of the event

For non-conference travel please provide a brief explanation of research activity or UC business purpose

For direct pay reimbursements https://financial.ucsc.edu/Pages/Payments_Main.aspx

For Entertainment ERF must be completed – log in at https://financial.ucsc.edu/Pages/dashboard.aspx CruizID and Gold password required

Payment of Expenses on Behalf of Others

University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room.

Timely Certification of Federal Effort Reports is Important

Certification of effort for University personnel who are paid on or have commitments to work on federal contract and grant funds is mandated by federal OMB Circular A-21. Failure to comply with Federal OMB Circular A-21 can result in serious penalties for the University and/or the individual certifying their effort and may result in a disallowance by the federal agency funding the research.