

Planning Business-Related Travel for Berkeley Law and Hosted Guests

The Travel & Entertainment Services website at <http://controller.berkeley.edu/travel/> is your primary campus resource for business travel information. The “Policy in a Nutshell” flyer for travel available on the Berkeley Law website summarizes the University of California rules for travel. “Hosted” guests are those individuals whose business trip expenses will be paid by Berkeley Law.

	You or your assigned faculty are the traveler:	A hosted guest of Berkeley Law is the traveler:
Payment	Individual travel can be paid via a University travel card assigned by US Bank with Berkeley Law approval to eligible employees. Use reimbursements to pay the card charges. Visit the link shown above and click on CORPORATE CARD in the left sidebar for more information about this card program.	The Event Planner credit card can pay for airfare, hotels and Berkeley/Bay Area ground transportation, eliminating the need for reimbursements and providing your hosted guests with an optimal travel experience. Alert Business Services via a message to orders@law.berkeley.edu before you extend an invitation for trip planning strategies that avoid travel policy pitfalls.
Insurance	When traveling on official University business, employees and students are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents. Register before each departure and get a new confirmation for each trip . Register at http://www.uctravel.org . Take a copy of the printed confirmation with you on your trip and be sure to leave copies with your office and family.	University travel insurance is not available for hosted guests, although they may be covered by a similar policy provided by their home institution or company.
Airfare	<p>Your options: Contact the campus travel agency, Carlson Wagonlit Travel, to work directly with an agent who will find an itinerary that meets your trip and budget requirements: phone 800-728-4918 or email cal@carlsonwagonlit.com. Pay via a CTS form faxed to the agency – this form is available on the Travel Services website.</p> <p>Purchase airfare on the internet using a personal credit card. Southwest Airlines offers discounted fares via the campus contract (corporate ID 99266263). Print copies of your receipt for reimbursement after the trip.</p> <p>Purchase a discounted travel package from the internet using a personal credit card ONLY if you can confirm that every item in the package will be itemized separately (airfare and flight itinerary, hotel daily room charges and tax/fees, for example).</p> <p>Airline and airport club membership fees are not eligible for reimbursement, including Clear Cards. One-day club memberships, however, may be eligible for reimbursement as a miscellaneous travel expense if required for a significant business purpose. Use a personal credit card to make the purchase and get a receipt for possible reimbursement.</p>	<p>Your options: Contact the campus travel agency on behalf of your hosted guest, Carlson Wagonlit Travel, to arrange an itinerary that meets your guest’s preferences. Phone 800-728-4918 or email cal@carlsonwagonlit.com. Pay via a CTS form faxed to the agency.</p> <p>Let your hosted guest contact the campus travel agency directly. To authorize the agency to work with your guest, send an email to cal@carlsonwagonlit.com. Provide the guest’s name and contact information and request a copy of the approved reservation so you can prepare a CTS form for payment.</p> <p>Guests may also purchase airfare on their own. Make sure you share a copy of the travel policy flyer with your guest in advance since reimbursement will be based on these guidelines.</p>
Ground Transportation	<p>Your options: You may use shuttle or taxi service to get to and from SFO or OAK airports using personal funds. Take BART if this is a practical and safe alternative, or drive/park your personal vehicle. Park/Sleep/Fly packages offered by SF and Oakland airport hotels are not eligible for reimbursement as a business-related expense.</p>	<p>Your options: Send a request to orders@law.berkeley.edu to arrange direct-billed Berkeley/Bay Area ground transportation for your guest. Include the complete flight itinerary, drop-off destination, cell phone number for the passenger, and a chartstring. You will receive an electronic confirmation from Business Services to send to your guest.</p>

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Private Cars	<p>Your options:</p> <p>When you drive your private automobile, you can be reimbursed for mileage at the current IRS rate of 55¢ per mile. You cannot be reimbursed for gasoline purchases or for any roadside assistance if you have car trouble during your trip. The IRS includes these costs in the standard mileage rate.</p> <p>If you prefer driving your private automobile to your destination, instead of flying, reimbursement for expenses while in transit will be based on regular coach airfare plus your estimated transportation costs to and from the nearest airport.</p>	<p>Your options:</p> <p>Berkeley Law traveler guidelines also apply to your hosted guests who drive personal vehicles to the Bay Area. These expenses are reimbursed to the traveler after the trip.</p>
Rental Cars	<p>Your options:</p> <p>Contact one of these UC-contract companies directly. If you reserve by phone, identify yourself as a University employee. CDW/LDW and SLI coverage are included in the contract rates.</p> <p>Enterprise: 1-800-261-7331 or http://www.enterprise.com using Corporate Number XZ23A01. Hertz: 1-888-222-0286 or http://link.hertz.com using CDP 71864. National: 1-800-227-7368 or http://www.nationalcar.com using Contract ID 5007818.</p> <p>Reserve a rental car through the campus travel agency (see Airfare above for contact information).</p>	<p>Your options:</p> <p>Reserve a car through the campus travel agency (see the Airfare section for contact information). University contract rates are not available to hosted guests, although special rates may be available through contracts with the guest’s home institution. Ask your guest if other corporate, CDP, or contract numbers are available for the travel agency to use.</p> <p>Reserve a car by phone or internet on behalf of your guest. Due to liability issues, rental car costs must be paid by the hosted guest and reimbursed after the trip. You may also reserve a rental car for your guest, as a courtesy, even if no reimbursement for this expense is being offered by Berkeley Law.</p>
Hotels	<p>Your options:</p> <p>Let the campus travel agency assist you with your hotel reservations (see the Airfare section for contact information). They can research best prices from among the UC Berkeley preferred national hotel chains.</p> <p>Contact the UC Berkeley preferred national hotel chains directly. Find detailed instructions at http://www.ucop.edu/travel/hotel.html. Marriott properties include Courtyard, Residence Inn, Ritz-Carlton, Springhill Suites, Fairfield Inn, and Town Place Suites. Starwood Hotels properties include Four Points by Sheraton, Le Meridien, Sheraton, St. Regis, and Westin. Wyndham Hotel Group properties include AmeriHost Inn, Baymont inns, Days Inn, Howard Johnson, Knights Inn, Super 8, Ramada, Travelodge, Wingate by Wyndham, and Wyndham Hotels and Resorts.</p>	<p>Your options:</p> <p>Let Business Services make the reservation and payment guarantee directly with your preferred local hotel. See the “Popular Local Hotels” flyer for contact and other information. Send a request to orders@law.berkeley.edu with the name of your guest, check-in and check-out dates, the charges you will cover, and a chartstring. Business Services will provide you with an electronic confirmation you can share with your guest.</p> <p>You may make hotel reservations yourself, but a payment guarantee is not in place for your guest until Business Services has provided the appropriate payment guarantee directly to the hotel. Send your confirmation information to orders@law.berkeley.edu to request the payment guarantee.</p>

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