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To: Campus Community
From: Jim Corkill, Director, Accounting Services & Controls
Date: 7/31/06
Subject: Travel Packages Purchased from Internet Vendors

Our campus and others in the system, have seen an increase in the use by travelers of Internet sites to purchase vacation packages for University-related business trips. When the vendor invoice for such packages is submitted for reimbursement, however, the traveler is unable to provide appropriate documentation because charges are not itemized and neither the Internet vendor, nor the hotel itself is able to provide a breakdown of charges. As a result, the possibility exists the package could include other services, such as tickets to shows, etc. that are not reimbursable under University policy and Internal Revenue Service regulations.

The lack of proper documentation also impedes our ability to track travel-related spending by category and defeats the purpose of the strategic sourcing program.

The Office of the President has recently made a determination that travel packages purchased on the internet, for University-related business trips would not be allowed for reimbursement to the traveler unless there is sufficient itemized documentation. Business and Finance Bulletin G-28, Policy on Regulations Governing Travel, will soon be revised to reflect this change.

If you have any questions, please contact Asger Pedersen at x3919 or asger.pedersen@accounting.ucsb.edu.