Institute for Neural Computation
Travel Information and Policy

Traveler must provide the following information BEFORE travel begins:
1. Full Name
2. Current address where a reimbursement check is to be sent
3. Current email address
4. Citizens: Social Security Number
5. Non-Citizens: Visa Type
6. Start date and end date of travel

Travel Policy:
1. Airfare
   You must fly on an American Carrier, economy class. Reimbursements will not be provided for first-class airfare.
2. Lodging
   You should contact the department to discuss local hotel options and acceptable rates. When you arrange lodging with a local hotel be sure to request the UCSD Rate.
3. Ground transportation
   You must obtain original receipts for all transportation including parking, rental cars and gasoline, taxis, shuttles, etc.
   If you are claiming mileage please be aware that the University has reduced the mileage reimbursement rate to $0.50 per mile and you must provide the department with a map and roundtrip mileage total (this can be obtained from Google maps or other similar website – enter the starting and ending address to obtain exact mileage).
4. Meals
   The maximum meal reimbursement is $64 per day. Alcohol will not be reimbursed. You must provide original, itemized receipts for all meals. Credit card receipts with only a total cannot be accepted at this time.
5. Receipts
   You must provide original itemized receipts for all travel-related costs that you are claiming. Credit card statements are no longer accepted in lieu of receipts.
6. Completed Travel form
   When your travel event has ended, please send all receipts and a complete, signed travel form to the department. The address and contact information is included on the bottom of the form.

Questions? Call Julie Sullivan at 858-822-7534 or Email jlsullivan@ucsd.edu