

UC SAN FRANCISCO-UC BERKELEY
RWJF Health & Society Scholars Program



FOREIGN TRAVEL

International travel is not allowed by the Foundation. However, if a scholar needs to travel internationally for the design, concept and analysis of his/her research project, the scholar must submit a project description and budget and obtain approval from the site directors and the RWJ National Program Office.

SCHOLARS NOTE: Check with [Grace Guarin](#) on fund balances. If within your allocation, you then need to get approval.

Procedures for International Travel Approval are as follows:

1 The scholar submits the following to his/her site directors: (cc mentor & coordinator)

- Project Description
- Budget-Double check with Edgar for International per diems

2 The site directors review the request to determine if the scholar needs to travel internationally for the design, concept and analysis of his/her research project, and establish if the proposed budget is reasonable.

3 Upon approval, the site directors will forward the project description and budget, along with their own support of the travel request, to the Program Coordinator at the National Program Office (NPO).

4 The NPO staff will review the request and respond to the scholar (and copy the site directors and program coordinator).

PLEASE NOTE - International Travel Requests should be planned to allow time for a thorough review, and not submitted with time constraints.

You must complete the travel approval form (see attached) and obtain the signature from your mentor prior to confirming any travel plans.

For online air-travel reservations with Fell travel (which allows you to avoid out-of-pocket payments for airfare), you must complete the airfare approval form and have your mentor's signature given to Edgar, once he receives the form, you will then be able to go online to reserve your airfare ticket. SUBMIT TRAVEL EXPENSE REIMBURSEMENTS WITHIN 21 DAYS OF COMPLETING YOUR TRIP

- **Include ALL original receipts for expenses and note if you received a travel advance, or if you charged airline tickets to a Travel agency that CHC paid directly.**
- **To assist processing your reimbursement, TAPE your receipts on an 8 1/2" x 11" piece of paper in date order. This will serve to organize the trip expenses and lessen the chance of receipts being lost.**
- **Submit your Travel Expense Itemization Form (see attached) to Edgar Micua, CHC Program Assistant
Campus Box 0844Receipts / Documentation / Backup Required:**

Airfare – include original invoice or E-ticket as well as the original boarding passes or ticket stubs.

Lodging – original hotel invoice/receipt required

Telephone calls – Request a detailed itemization of Business Related Calls from the hotel.

Taxi's – request a receipt or supporting documentation from your driver

Meals –If your meals expense exceeds that amount, you will be reimbursed for your actual expense. Must have all itemized receipts of all your meals/incidental expenses for proper reimbursements ***Funds do not cover alcoholic beverages or tobacco***

If you have any questions about reimbursement for travel, contact Edgar Micua, our CHC Program Assistant at, micuae@chc.ucsf.edu or 415-476-0902.