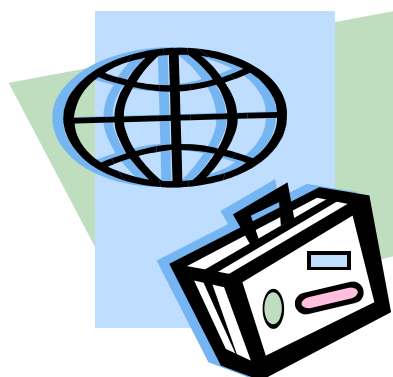


UC SAN FRANCISCO-UC BERKELEY RWJF Health & Society Scholars Program



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 [Michael Da Luz](#) 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 **Connexus** (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

To be reimbursed for travel, please submit your receipts and credit card statement after travel for reimbursement via

MyExpen\$e

UCSF Expense Reimbursement Solution

You will need a MyAccess (Single Sign-On Login and password). <https://myaccess.ucsf.edu>

If you have any questions on travel reimbursements contact Program Staff Member, Health & Society Scholars Program, hss@chc.ucsf.edu or 415-476-0902.

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