COMMUTING ASSISTANCE DURING FREEWAY CLOSURE
Jim Corkill, Controller
Steve Kriz
WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
• Sessions are conducted via Zoom and will last no longer than 30 minutes
• Participants will be muted during the session
• Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
• The Mini Tune-up website will be updated with session details and information
Highway 101 on track for Monday reopening

 Cleanup crews are making progress removing mud and debris from Highway 101, as seen from the Olive Mill Road overpass Thursday afternoon.
DEWEY DEFEATS TRUMAN
Department heads, managers, and business officers should use their best judgement in determining whether impacted staff should be asked to report to work using the ferry or train, work from home, or continue on paid emergency leave. Each department’s business needs are unique, so I recommend that you consult with your divisional control point on questions about on-site staffing needs for your department during this period. Also, keep in mind that the arrival and departure times of the ferry/train will make it difficult for impacted staff to work a full day while on site. The Human Resources office is ready to assist with questions pertaining to temporary work from home arrangements or approval of paid emergency leave. We want to support your efforts to accommodate and extend support to your staff during this emergency period.
Business & Financial Services is developing instructions concerning the reimbursement of commuting costs for staff and faculty from south of Montecito, which should be available shortly. I am sharing preliminary information, so please understand that the actual instructions from Business & Financial Services may be different. It is my understanding that the reimbursements will most likely be handled in the same manner as travel expense reimbursements, which would be submitted through your department via the appropriate forms and approvals, along with supporting receipts and in conformance to UC travel expense policies. Reimbursements of expenses incurred for travel to the campus via the ferry or train are the primary focus of the emergency fund, though temporary overnight lodging may also be necessary in some cases. Decisions to ask staff to travel to campus to report to work and undertake these arrangements should be made on a case by case basis.

Please feel free to contact myself (x-8137) or Farfalla Borah, Employee & Labor Relations Manager, (x-4482) with questions.

Thank you.
Department heads, managers, and business officers should use their best judgement in determining whether impacted staff should be asked to report to work using the ferry or train, work from home, or continue on paid emergency leave.
Can Essential Departmental Tasks be completed with existing staff?
Can Essential Departmental Tasks be completed from home?
Must the employee travel to campus by ferry or train in order for the department to maintain essential department tasks during this period?
Decisions to ask Affected Staff to travel to campus to report to work should be made on a case by case basis.
All Impacted Staff should monitor closure status and road conditions on a daily basis.
The decision to ask an employee to report to work on campus is a decision made by the department head, manager or business officer in consultation with the employee.
NEWS & ANNOUNCEMENTS

Commuting Assistance During Freeway Closure
01/17/2018

To: Campus Community
Fr: Jim Corkill, Director Business & Financial Services
Re: Commuting Assistance During Freeway Closure

As communicated by Chancellor Yang in his email dated 1-15-18, an emergency fund using private gift resources is available to reimburse commuting costs for students, faculty and staff traveling from south of Montecito. These funds will reimburse the cost of daily commutes by train or ferry rides, or short-term accommodations, until the highway is reopened.

How to request reimbursement:

- Faculty & Staff:
  - Attach original receipts for each expense claimed, Receipts should include: Date, Itemized Description and Amount Paid
  - Submit the signed form with attachments to the Contact Point
  - The Contact Point will forward the approved request form to Business & Financial Services (BFS)
  - BFS is committed to processing as quickly as possible.

- Students & TAs:
  - For students (graduate and undergraduate) & TAs, reimbursements will be managed by the Financial Crisis Response Team
  - To contact the Financial Crisis Response Team, email FinancialCrisis@ucsb.edu

Contact Points:

- Faculty: Department Chairs, Deans, as assigned
- Staff: Director or Manager assigned
- Students & TAs: Financial Crisis Response Team, FinancialCrisis@ucsb.edu

Questions can be directed to:

- Faculty: Acting Asst. Chancellor, Chuck Halves, chuck.halves@ucsb.edu
- Staff: Director of Human Resources, Cynthia Seneitz, cynthia.seneitz@ucsb.edu
- Students & TAs: Dean of Student Life, Katya Armistead, katya.armistead@ucsb.edu
# Emergency Commuting Cost Reimbursement Form

### Name

**Street Address**

**City, State ZIP**

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Employee ID:</th>
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<tr>
<td>Staff Member</td>
<td>Employee ID:</td>
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### Commuting Costs

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<th>Date</th>
<th>Description</th>
<th>Amount</th>
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Total Commuting Costs

### Other Accommodations

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Total Other Accommodations

### Total Reimbursement Requested:

### Certification:

I certify that the above is a true statement; that the expenses incurred by me on official University business on the dates provided, and that I have attached original receipts for each expense as required by University policy.

**Signature**  
**Date**

### Approval (See Note 1):

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<th>Title:</th>
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**Signature**  
**Date**

**Note 1 = Approval & Routing**

**Faculty:** Completed form to be submitted to Department Chair → BFS

**Staff:** Completed form to be submitted to Immediate Supervisor → BFS
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<tr>
<th>Date</th>
<th>Actual Miles</th>
<th>Normal Miles</th>
<th>Incremental Miles</th>
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<tbody>
<tr>
<td>1/15/2018</td>
<td>300</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td>1/16/2018</td>
<td>70</td>
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<td>1/17/2018</td>
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<td>1/19/2018</td>
<td>300</td>
<td>70</td>
<td>230</td>
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<td>600</td>
<td>280</td>
<td>320</td>
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Amount

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Questions

Q: Is there reimbursement for personal car mileage?

A: Yes, the University can reimburse the additional/incremental number of miles driven to get to UCSB by impacted Staff. Please see mileage worksheet to assist you in calculating the number of incremental miles.
Q: Can staff stay in Santa Barbara this weekend in lieu of making the 5 - 6 hour trip to their personal residence?

A: It is up to the appropriate Department Head, Manager or Business Officer to determine whether it is necessary to allow staff to remain in Santa Barbara this weekend. The decision should take into account latest information regarding the potential of highway 101 opening to traffic on 1/22/2018.
Q: Are there local hotels that can bill UCSB directly for staff remaining in Santa Barbara?

A: No, direct billing is not part of the current plan to accommodate impacted staff that are required to stay in Santa Barbara.
Q: Is there a deadline for reimbursement requests?

A: Staff should be encouraged to turn in completed reimbursement requests as soon as they incur their final expenditure. The University would like to have all reimbursement requests in hand on or before 2/15/2018.
Questions

Q: What if staff is unable to return home because of an issue with the ferry or train?

A: Impacted staff that are stuck in Santa Barbara can request reimbursement for meals and accommodations until they return home. Because all reimbursement requests must be approved by a Department Head, Manager or Business Officer, impacted staff should coordinate their schedules and needs accordingly, and obtain advanced approval whenever possible.
Questions

Q: Does the emergency fund apply to those who are appointed in research titles?

A: Yes.
Q: Will ancillary travel expenses be reimbursed?

A: Impacted staff that incur ancillary travel charges (e.g., UBER, Parking) should include them on their reimbursement request with original receipts.
Questions

Q: How long will it take to receive reimbursement?

A: B&FS staff will make every effort to process properly submitted reimbursement forms within 3 - 5 business days.
Thank You!

Please feel free to contact us