

Disbursements & Travel Holiday Schedule and Services (2017-2018)

The following provides important dates for various transactions leading up to and during UC San Diego's holiday break (December 25, 2017 – January 2, 2018). Please use the information below to plan accordingly.

Note: Due to scheduled renovations in Torrey Pines Center - South, conservative deadlines are in place. MyPayments and MyTravel documents submitted after deadline might be paid before yearend. If available, accommodations may be made for urgent payment situations.

The final 2017 disbursement (checks and direct deposits) will be on December 22. The first 2018 disbursement will be issued and mailed on January 4, 2018.

Disbursements

December 8, 2017 is the deadline in order to include payments in the 2017 calendar year.

- MyPayments transactions received in Disbursements
 - Human Subject Payment requests including Scrip orders, Visa Gift Card requests and Cash Advance requests must be submitted and have approval
 - Wire Transfer payment requests must be submitted
 - Sub-recipient invoices: Faxed with required review and approvals. Resuming on January 3, 2018.
- Note: Vendor invoices will be processed as usual within terms prior to the campus closure and processing will resume on January 3, 2018.

Express Card Program

To allow campus customers additional time for redistribution of transactions due to the closure period, the following information applies:

- Transactions with an IFIS posting date of December 22, 2017 through December 29, 2017 are being modified to extend the IFIS posting date to January 10, 2018.
- For emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.
- For declines or card limit questions please contact us through [ASK](#). During the closure there will be limited monitoring of incoming support requests.

Travel & Entertainment

December 8, 2017 is the deadline in order to include payments/charges in 2017 calendar year.

- Meetings, entertainment, and programmatic activities; MyPayments: Completed and approved with required attachments
- Travel prepayment requests, and claims, including mileage; MyTravel: Completed and approved with required attachments

Note: Due to Payroll reporting deadlines, claims for employee moves, or trips including taxable payments/reimbursements must be received by **November 16th**. Claims with taxable amounts submitted after deadlines will be processed for payment in January 2018.

Travel Event Planner (TEP) Card transactions with an IFIS posting date of December 22, 2017 through December 29, 2017 will be modified to reflect the new posting date of January 10, 2018.

For Travel Card or Travel Event Planner (TEP) Card:

- Declines, please contact us through travelcard@ucsd.edu. Note that during the closure there will be limited monitoring of incoming requests.
- Emergencies, contact US Bank Customer Service at (800) 344-5696.

To ask questions, request a service, or report an issue, contact Disbursements & Travel through [ASK](#) (login required).