

## Disbursements & Travel Holiday Schedule and Services (2018-2019)

The following provides important dates for various transactions leading up to and during UC San Diego's holiday break (December 24, 2018 – January 1, 2019). Please use the information below to plan accordingly:

The final 2018 disbursement (checks and direct deposits) will be on December 21, 2018. The first 2019 disbursement will be issued and mailed on January 3, 2019.

### Disbursements

**December 12, 2018** is the deadline in order to include payments in the 2018 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
- Vendor invoices including Subawards will be processed as usual within terms prior to the campus closure pending department and/or business unit approval if applicable. Processing will resume on January 2, 2019.

### 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 21, 2018 through January 4, 2019 are being modified to extend the IFIS posting date to January 9, 2019.
- 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 12, 2018** is the deadline in order to include payments/charges in 2018 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 15. Claims with taxable amounts submitted after deadlines will be processed for payment in January 2019.

Travel Event Planner (TEP) Card transactions with an IFIS posting date of December 21, 2018 through January 4, 2019 will be modified to reflect the new posting date of January 9, 2019.

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

- Declines, please contact us through [travelcard@ucsd.edu](mailto: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.