



## **ADVANCE Information and Guidelines for Academic Program Review External Reviewers visiting UC Berkeley**

### **Travel, Transportation, Meals**

#### **Travel - Air:**

UCB will reimburse **Economy** class airline travel once you have returned home and sent us your electronic itinerary with proof of purchase or original receipt and boarding pass. You can fly into either **San Francisco (SFO)** or **Oakland (OAK)** International Airports. OAK is closer to campus; more flights are available into SFO.

Please arrange your travel so that you can attend all review meetings from the welcome meeting through the exit interview and the conclusion of the writing of the report. Please see review schedule in the body of the email for specific dates and times of the review.

We recommend that you use a taxi or shuttle to get to and from the hotel which is located close to campus (more info below).

#### **Travel – Car:**

If you travel here in your own car, we will pay mileage as calculated by the University's guidelines. The current mileage rate allowed by the UC Board of Regents is 56.5 cents/mile. We will also need the following information:

- Personal statement that you have liability insurance
- Home address
- Starting location of trip so that we can calculate mileage
- License plate number
- Receipts/documentation for parking fees and tolls (when possible).

#### **Transportation - To/From Airports:**

**East Bay Transportation** (Car service or Shuttle)

Please note advanced reservations are required.

<http://www.eastbaytransportation.com/default.asp>

510-526-0304 or 877-526-0304 (Toll free)

Sedan Town Car \$60.00/hr

### **Bayporter Express** (Shuttle)

Please note this service stops running after 10:00 PM.

<http://www.bayporter.com/>

415-467-1800

Oakland Airport to UC Berkeley - \$90.00 one way

San Francisco to UC Berkeley - \$95.00 one way

### **BART (Bay Area Rapid Transit)** public transportation

Check the following website for schedule and map information:

<http://www.bart.gov/>

The most direct route on BART from SFO: Take the Pittsburg/Bay Point train. Transfer at the 12<sup>th</sup> Street/Oakland City Center station to a Richmond-bound train. Get off at the Downtown Berkeley station. This puts you on Shattuck Avenue at Center Street. You can either walk 3 blocks east along Center Street to the west end of campus, or take a campus perimeter shuttle (25 cents) that is located diagonally across the street on Shattuck Avenue in front of Scandinavian Designs, next to the Bank of America.

### **Hotel:**

You will be booked into one of several hotels located close to the UC Berkeley campus. We will take care of the arrangements and send you detailed information closer to the date of the review.

### **Our campus:**

We have a large, hilly campus. Walking from your hotel to the various locations on campus where you'll be meeting may take 10—20 minutes, or more, and may involve some moderately steep hills. Please let us know if assistance might be required to get to/from your various meetings on campus.

Weather conditions fluctuate; you may wish to check an online site (such as: <http://www.wunderground.com/>) for weather conditions just before travel.

### **Meal Allowance Guidelines:**

Most of your meals will be provided and/or covered during the course of the review. For those meals you take on your own, we can reimburse you, with itemized meal receipts, **up to** \$71 per day (amount includes beverages, tip, and tax) as set by the UC Board of Regents.

Note: If dining with another reviewer, please request individual receipts with proof of payment.