Any UCSC Department may open a Departmental Zipcar Account to allow appropriate staff to use Zipcar for short-term UC Business travel. A Department Administrator must be designated and this administrator should go to www.zipcar.com/ucsc to create a Zipcar account for the department.

Role of Department Administrator
The department administrator is responsible for:

- **Approving the completed application** for staff and faculty within their department who wish to create an individual Zipcar business account. Individuals within the unit submit their application to Zipcar. Zipcar will route the applications to the department administrator for verification that this staff person works in the department and has appropriate work-related needs for Zipcar use. Upon verification, Zipcar processes the application and the individual is authorized to use Zipcars for business purposes. The individuals applying for inclusion in the department Zipcar business account must have a credit card that is in their own name. (See Payment Methods below.)

- **Training new users** how to make a Zipcar reservation request. The UC business trip purpose must be fully documented at the time of reservation. Each individual must include their monthly Zipcar records/billing statement with their ProCard statement or reimbursement request (Post Travel form).

- **Advising approved departmental users** of their payment options by directing them to the websites for the UCSC ProCard, or the UCSC Corporate Travel card.
  - ProCard-http://purchasing.ucsc.edu/howto/procard/index.html
  - UC Travel Card-http://finaff.ucsc.edu/ap/pgms/CorporateTravelCard.htm
  Departmental users might also need guidance in the reimbursement process.

- **Advising the ProCard administrator** in each department to ensure that all appropriate travel information is provided in the detailed billing invoices attached to the ProCard statement. The department ProCard administrator must be sure that the MCC code for a Zipcar user's ProCard is enabled for Zipcar use. *If appropriate documentation is not provided, use of the Zipcar program could be revoked.*

- **Notifying faculty and staff** when their application for an individual Zipcar business account has been authorized.

Payment
*Payment Methods:* (Check web sites provided to read credit card restrictions.)

- UCSC ProCard: http://purchasing.ucsc.edu/howto/procard/index.html. Please note that a journal entry is required to transfer costs to a travel account code.

- UCSC Corporate Travel Card: http://finaff.ucsc.edu/ap/pgms/CorporateTravelCard.htm. Charges are paid by the traveler. Reimbursements for business travel are requested by submitting a Post Travel form.

- Personal Credit Card: http://finaff.ucsc.edu/ap/guide/apgfIndex.htm. Charges are paid by the traveler. Reimbursements for business travel are requested by submitting a Post Travel form.

Questions
Please contact Teresa Buika, TAPS, at 831-502-7941 or tabuika@ucsc.edu for more information.