

UCSC Zipcar Program Departmental Information

January 4, 2019

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/department to create a Zipcar account for the department.

Role of Department Administrator

The department administrator is responsible for:

- Setting up a department Zipcar account** and determining if there will be departmental or individual billing.
- Verification of 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.
- Training new users** how to make a Zipcar reservation request. The UC business trip purpose must be fully documented at the time of reservation if paying by individual credit card. 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 (see Payment section below).
- 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. *If appropriate documentation is not provided, use of the Zipcar program could be revoked.*
- Zipcar will notify faculty and staff** when their application for an individual Zipcar business account has been authorized.

Payment

Only business use of the Zipcar will be payable by departments. A user will be required to “toggle” between their personal account and their business account for each Zipcar reservation to ensure accuracy.

The UC Business trip purpose must be fully documented at the time of reservation; this line item comes up when you make the reservation.

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

- Departmental Procard:** the Departmental Zipcar Administrator may elect to have a departmental procard, and provide that credit card information to Zipcar in setting up the Departmental Zipcar account. Each reservation will show as a charge on the departmental procard, including the name of the driver, time and date of reservation and all charges (including penalties). These charges would be reviewed in the same way as all other Procard charges; if a user charged a personal use trip or incurred extra charges (such as parking tickets) the Departmental Zipcar Administrator would need to ask for reimbursement to the University.

Departmental Invoice: Zipcar is able to provide a monthly invoice for all the reservations on a Departmental Account. The Departmental Zipcar Administrator could either pay this invoice with Procard (resulting in a single line charge on the Procard) or via submittal of a Direct Pay request to FAST.

- **UCSC ProCard:** Please note that a journal entry is required to transfer costs to a travel account code.
- **UCSC Corporate Liability Travel and Entertainment Card:** Charges are paid by the department by a FOAPAL assigned to the credit card. Please note that a journal entry may be required to transfer the expense to the appropriate fund source.
- **UCSC Personal Liability Travel Card:** Charges are paid by the traveler. Reimbursements for business travel are requested by submitting a Post Travel form.
- **Personal Credit Card:** 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.