

Cultural Studies Budget Guidelines

(Updated January 2009)

Below is a set of guidelines for creating a budget for your event. We must have a clear and realistic budget in order to fund an event. Please keep this handout for future reference, and feel free to contact our Program Manager (cult@ucsc.edu) if you have any questions.

A complete budget should include cost estimates for the following:

Honoraria:

Honoraria rates range from \$200-500. Please note that Cultural Studies Research Clusters have a maximum limit of \$250 on honorarium, unless outside funding is raised, and applied towards a higher honorarium.

Airfare:

Effective January 1, 2009, all visitors will be required to purchase their own airfare, for which they will be reimbursed. **ALL air travel arrangements MUST be made no later than three weeks prior to the event.** This is to ensure that the most economical fares are secured.

Below are the policies of the Center for being reimbursed for travel.

Please note: *If the guidelines aren't followed, we will not be able to reimburse speakers for their travel.*

1. Give your speaker a set budget for their air travel
(East Coast: maximum \$650; West Coast: maximum \$300)
2. Have the speaker forward their flight itinerary to the Center as soon as possible (cult@ucsc.edu AND sritchie@ucsc.edu). Once the travel itinerary/invoice is received, arrangements for lodging for the visitor will be arranged and confirmed with the guest directly.
3. To process reimbursement, the electronic ticket must include both the travel itinerary and payment information. This can be forwarded by email ahead of time to (sritchie@ucsc.edu).
4. The events coordinator will forward all necessary paperwork to each visitor to process payments. Please encourage your visitors to complete and return the paperwork in a timely manner to expedite payment.

Lodging

(Our recommendations for lodging your visitors – all amounts include the city 10% occupancy tax)

BAYFRONT INN:

325 Pacific Ave

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

Sun-Thurs: \$63.80/night

Fri and Sat: \$85.80/night

SEAWAY INN: Note that all Saturday nights require a call for the UC discounted rate

176 West Cliff Drive

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

January through May

Standard King

\$82.50/night

Standard Double Queen

\$93.50/night

DREAM INN: Note that the restaurant remodel will not be finished until March 2009

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

October 1, 2008 through May 31, 2009:

\$148.50/night

CASABLANCA:

<http://www.casablanca-santacruz.com/>

September through May, 2009:

\$148.50/ night

UC INN AND CONFERENCE CENTER

611 Ocean Street

<http://www.ucscinn.com>

January through April 9, 2009

Sunday through Thursday

King AND Double/Double

\$75/night

Friday and Saturday

King AND Double/Double

\$104.50/night

April 10 through June 11, 2009

Sunday through Thursday

King AND Double/Double

\$89.10/night

Ground Transportation: Effective January 1, 2009, speakers will also need to make their own ground transportation arrangements. Your visitor will pay out-of-pocket for their shuttle, and **must submit an original** receipt for reimbursement. They will be reimbursed for the shuttle cost, up to the pre-approved amount.

NOTE: University employees cannot pay for the traveler's out-of-pocket costs for airfare or shuttle. It is against UC's travel policy.

We recommend the following vendors, below:

- Surf City Shuttle, <http://surfcityshuttle.com/>
San Jose: \$68 one way - \$130 round trip
- GS Airport Shuttle Service , <http://www.gsairporter.com/index.html>
San Jose: \$65 one way (800.736.1584)
- AAA On-time Airporter <http://www.aaaontimeairporter.com/>
San Jose: \$68 one way (800.735.1584)

Here is a link that lists all the shuttles for the South Bay:

- http://www.bayareashuttles.net/south_bay_airport_shuttle.htm

For ground transportation to/from SFO, we recommend:

EARLY BIRD

Services	Domestic Travel	International Arrivals
San Jose Airport - One Way	\$ 87.60	\$105.60
San Francisco Airport - One Way	\$132.00	\$150.00
Oakland Airport	\$138.00	\$156.00
Monterey Airport	\$ 87.60	\$105.60

Quoted rates are for up to three (3) passengers with standard luggage each. \$10.00 plus gratuity for each additional passenger.

RESERVATIONS

All travel requests (including weekend travel) should be made at least three (3) days in advance of service date and time.

Book Shuttle Service by Phone: call Early Bird at (831) 462-3933 at least 48 hours in advance of service date.

Book Shuttle Service Email:

Early Bird will check their email service for bookings every three (3) hours during normal business hours and will respond within 24-36 hours and request Personal Credit Card information to confirm reservation.

ABC

Services Lincoln Town Car Sedan
San Jose Airport - One Way \$ 92.00
San Francisco Airport - One Way \$139.50
Oakland Airport - One Way \$142.00
Monterey Airport - One Way \$ 94.00

Quoted rates are for one pickup location within the Santa Cruz or Scotts Valley area with no wait time and up to four (4) passengers with one (1) piece of medium luggage each which will fit in sedan trunk.

RESERVATIONS: 831) 477-0170
INTERNET HOME PAGE: <http://www.abclimos.net>

California Airport Services

	Services Sedan Prices	Suburban Prices
San Jose Airport - One Way	\$78.25	\$113.25
San Francisco Airport - One Way	\$119.25	\$157.25
Oakland Airport	\$119.25	\$157.25
Monterey Airport	\$78.25	\$113.25

Quoted rates are for up to four (4) passengers with one (1) piece of luggage each. Service prices apply to Santa Cruz pick up location. A charge of \$10.00 may apply for additional passenger pick up.

RESERVATIONS

Book Shuttle Service by Phone:
call California Airport Services at 831) 464-2600 at least 24 hours in advance of service date. California Airport Services will request a Credit Card Number to confirm the reservation.

Book Shuttle Service on Line:
California Airport Services will check their web site for on line service bookings every twelve (12) hours. <http://www.westcoastlimos.net/>.

Alternatively, cluster members can do airport runs themselves, and be reimbursed for mileage for each trip.

Mileage reimbursements: \$.585/mile effective July 1 2008.

Please make sure to budget for ground transportation on both ends of the trip.

If you have any further questions regarding ground transportation arrangements, please call Shann Ritchie, (831) 459-5655.

Media/Audio Visual Needs:

Charges for media/AV needs are dependent on the equipment needed. Equipment and labor costs can be found on the Media Services website. AV orders are placed through our Events Coordinator at least 10 working days in advance (sritchie@ucsc.edu) :

<http://media.ucsc.edu/services/rates.html>

Typical cost for an event where the visitor brings their own laptop, which would not include any other AV equipment except what is necessary to produce the media they provide: \$75.

Typical cost for an event where we provide a laptop for the visitor, which would not include any other AV equipment except what is necessary to produce the media they are providing on a flash drive, DVD, etc: \$175

Typical cost for digitally recording a stand-alone lecture/colloquium (2 hour event): \$190
NOTE: this does not include any media tech staff time except for the initial delivery, setup and breakdown of the equipment. Technical labor costs over and above this are additional.

Typical cost for filming and digitally recording a stand-alone lecture/colloquium (2 hours event): \$700

Please contact our event coordinator: sritchie@ucsc.edu for any other media quote regarding filming/recording an event that is longer than 2 hours.

Publicity:

The IHR/Cultural Studies can produce and distribute flyers for your event, upon request. Printing and distribution of 500 flyers will cost about \$50.00.

For posters, it is most cost-effective to have a graduate student or group member design the poster. If you need the services of our designer, her fee for design is between \$300-500 per poster.

To have 500 posters printed in color, on glossy cardstock, plan to spend another \$500.00.

Campus Facilities:

Whenever there is a large event on campus (i.e. a day-long conference or symposium), we need to hire someone to clean up after the event. Charges for this service range from \$24.50/hour – OT @ \$29.40/hour.

Typical custodial charge for day-long event: \$75

Signage:

For large conferences, TAPS can provide directional signage for your event and reserve parking lots at their discretion. Parking attendants can also be hired to hand out campus permits to attendees**

Average cost for directional signage and a parking attendant for 2 hours is \$125. Signage is standard for conferences. Signs are limited to a total of 17 characters (including

spaces), and orders are placed through our Events Coordinator. ****Note: parking lots on the East side of campus cannot be reserved during the week for events****.

Notes on Entertainment

There is no per diem for visitors; however visitors may be reimbursed for up to \$50/day for meals and incidentals (if they are on their own and if the budget permits).

NOTE: Your visitor must stay in Santa Cruz overnight (24 hours), in order to be reimbursed any out-of-pocket meal costs, per university policy change this academic year.

In 2008-09, Research Clusters are not allowed to spend Cultural Studies funds on entertainment (receptions, group dinners, etc.)

IMPORTANT: No alcohol should be served at any IHR/CCS events unless it is donated (in which case we will acknowledge it as a donation for tax purposes upon receipt of the appropriate documentation). Alcohol cannot be served at a University-affiliated function on campus, without a signed letter of exception from the Dean, and an alcohol permit on file, PRIOR TO THE EVENT. If you plan to serve alcohol, you will need to obtain a Dean's exception well in advance of the event. Our Events Coordinator can assist you with this if she has at least **THREE** week's advance notice.

CCS Event Budgets

Before any arrangements for your event can be made, a formal budget needs to be submitted to the Program Manager (cult@ucsc.edu), and that budget needs to be approved. **We request that you submit a budget 2 months prior to the date of your event.** If we do not have at least two months lead time, we cannot guarantee that honorarium checks, payments, etc. will be processed on time.

Please submit your budget in the following format.

Name, e-mail, and phone of local contact person for cluster /event:

Name of Visitor and University Affiliation
Visitor's email address (phone and fax also if available)
Visitor's Mailing address

DATE of event, TITLE of event and nature of activity (lecture, seminar, workshop, conference)
Location (or indicate if you need a room, and room preferences)

Is your visitor a U.S. Citizen or a permanent resident?

If not, what type of visa do they hold? **(We need to know this info ASAP because our ability to pay foreign nonresident visitors depends upon their visa type).**

PLEASE NOTE: We are unable to pay honorarium to anyone who does not have a U.S. Taxpayer ID number.

Amount of Honorarium (Note: \$250 limit for CS Research Clusters)
Airfare? Amount?
Ground Transportation? Amount?
Lodging? Number of nights and amount
Meal Allowance for visitor? Amount?

Publicity
Media Services, yes/no, max amount?
Anything else? (signage, flyers, etc., clean-up services?)

*If you are hosting a conference or a large panel or symposium that involves multiple speakers, we will need to see a budget and get this process started **the quarter prior to the event.**