



TOGETHER WE REACH
 FINANCIAL & BUSINESS SERVICES

Welcome & Thank You for Attending


Travel Principles & Web Application


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Agenda

- Travel Department Information
- Regulations by Expense Type
- Travel Related Services
- Web Application Demonstration
- Group Discussion
- Total Course time: 1 hr. 30 min.

Travel Accounting



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Why Training is Useful

- Increase understanding
- Encourage consistency in reporting
- Provide adequate information for compliance
- Demonstrate web enabled applicatio
- Answer questions and build rapport




Travel Accounting


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What We do in Travel

- Provide:
 - Pre-trip and reimbursement payments
 - On-site travel agency services for air, car and lodging
 - Credit card program administration
 - Consultation services
- Manage:
 - Central billed credit cards for airfare charges
 - Vendor contracts
- Develop and deliver service improvements

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Contact Information

416 Park Building

- Office hours: 8 am–5 pm
- Please have reservation requests to us by 4:30 pm


- Kori DeHaan-Manager: 1-4149
- Accounting Main Line: 1-7142
- Darrin Robertson - Accountant: 1-7298
- Christy Alexander - Assoc. Accountant: 1-8656
- Tia Meidell - Assoc. Accountant: 1-3111

Agents: 7-9005

- Lisa Fick / lisa.fick@admin.utah.edu
- Lynette Saccomanno / lynette.saccomann@admin.utah.edu
- Holly Wallin / holly.wallin@admin.utah.edu

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Department Information


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Trip Components - Conferences

- Airfare – usually prepaid with onsite agents
- Car – if necessary – reserve with onsite agents, paid with personal credit card
- Conference hotel – usually booked directly with personal credit card
- Conference payment – usually register on-line using purchasing card or personal credit card
- Final reimbursement – submit nec. receipts within 20 days of return – IRS deadline 60 days

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Trip Components - Research


- Airfare – usually prepaid with onsite agents
- Hotel – can be reserved with onsite agents – paid with personal credit card
- Car – reserved with onsite agents – paid with personal credit card (Diners card preferred)
- Final Reimbursement – submit nec. Receipts within 20 days of return – IRS deadline 60 days

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Airfare Payment Requirements

- Book through on-site agents-attend Travel Planner training class
- Reimbursements-if paid personally
 - Email receipt or itinerary receipt required
 - Conf #, ticket #, form of payment, final cost
- Final reimbursements
 - Boarding passes are helpful but not necessary
 - Attach itinerary receipt
- Fly America Act applies only to fund 5000's
- Lowest Logical cost
 - Maximum allowable airfare cost is state contracted rates



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Personal Auto Mileage Requirements

- Must use personal vehicle
- In lieu of airfare-lower of either rates is reimbursable
- Rates found on schedule of allowable rates
- Apply to gasoline and wear & tear on vehicle




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Lodging Requirements

- Allowed methods for prepayment:
 - Travel check
 - LPC (acquired through A.P.)
- Prepayment requests require invoice with reservation or confirmation #
- Reimbursements require proof of payment if paid personally
- Original hotel itemized receipts for Final reimbursement
- Single occupancy rate and taxes only
- Non-conventional (friends, family, etc.) \$20.00 per diem




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Meal Expense Requirements

- Per diem rates found on homepage
- Actual receipts accepted up to 120% of per diem rate
- Business meals
 - Detailed info
 - Who, why
 - Alcohol not allowed on funds 5000 or 1001
 - Dean's signature




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Conference Registration Requirements

- Allowed methods for prepayment:
 - Travel check
 - LPC (acquired through A.P.)
 - Purchasing card (acquired through Purchasing Dept.)
- Prepayment requests require invoice or registration form
- Reimbursements require proof of payment if paid personally
- NOTE: if U prepaid (LPC or pcard)
 - MUST submit prepayment at time of pymt.




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Car Rental Requirements

- Liability is primary concern
- Contract rates – State contracts, subject to change-refer to homepage
 - Budget contract # T155600
 - Enterprise contract # NA47008
 - Corporate liability insurance
 - Diners card
- If not using contract rates there will be a \$3.00 a day insurance surcharge charged to the department
- Gasoline receipts and itemized car rental receipts required on final reimbursement




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Taxi, Bus, Etc. Requirements

- Receipts over \$25.00 required
- Under \$25.00 receipts encouraged
 - Where there are no receipts, daily log required



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Parking Requirements

- Airport rates
 - Short term allowed for less than 24 hour period - \$19.00 a day
 - Long term required if staying longer than 24 hours - \$6.50 a day
- Hotel Parking
 - Fully reimbursable and found on itemized hotel bill




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Telephony Requirements

- Personal use - \$5.00 a day per diem allowance
- Business use – show proof from hotel bill, cell phone statement
- Internet charges on hotel bill – report in “other” expense column




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Paperwork Requirements

- Tape down all receipts on one side of paper/no staples please
- Include proper traveler's and authorized approval signatures
- **Make copies of all documentation and retain for 2 years**



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IRS Compliance - 60 day rule

- Substantiation required of all prepayments within 60 days of return of trip – Publication 463
- Prepayments include:
 - Airfare booked with chart field through the University or other agencies
 - Cash Advances
 - Hotel Payments
 - Conference Prepayments
 - Early Reimbursements
- Could be payroll deducted or treated as taxable income if not substantiated within 60 days
- New web application will allow us to enforce IRS regulations



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On-site Agency


- University Travel office is contracted with Christopherson Travel
- We book international and domestic airfare, car rentals, and hotel accommodations (including local for visitors)
- State contracted airfare rates available for booking and comparison, fully exchangeable and refundable with a \$30.00 fee attached
- All other non-refundable fares have a \$12.00 fee attached
- We are also able to book personal airfare, car rentals, and hotel accommodations
- Leisure vacation packages including cruises offered through Christopherson Travel's main office
 - (801) 327-7600
 - 5300 S. Green St., Murray, UT
 - www.christophersontravel.com/vacations/
- Should attend Reservations Training

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Corporate Credit Cards

- Diners Card/American Express
- Diners Card benefits:
 - Insurances
 - Long billing cycle
 - No annual fee
- Email Kori DeHaan for application:
kori.dehaan@admin.utah.edu





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Cash Advances

- VP signature required
- Memo explanation
- Minimum \$150/Increments of \$50
- Pickup travelers checks at Income Accounting
- Charged to departmental activity or project




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Next Day Checks

- \$12.00 campus orders required and must be attached to travel forms
- Deadline: 12:00 noon for check to cut by 12:00 noon the next day
- Normal processing time for checks
 - 5 business days unless request requires new vendor number or project number approval from research accounting




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Audit Fee

- \$5.00 per travel number to fund dept.
- Automatically charged when travel number is assigned



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Online Forms

- Web Application Demonstration

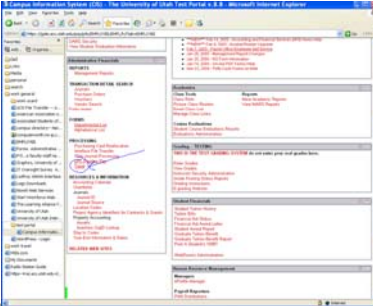


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Secure CIS Portal Access

- Two layers of security: CIS and Travel
- Email essential




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Web Application

- Buttons on top launch all payment request options




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Register Trip

- Used to obtain Travel number
- Required information shows red
- Audit fee charged once submitted
- One chart field
- "Submit" button produces report that will be used as a form
- Destination specific information will be returned – contract info important


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Cash Advance

- Fetch trip
- Estimate costs associated with Cash advance
- One chart field
- “Submit” button produces report that will be used as a form
- Enter both supervisor and VP for “who will sign”
- VP Signature required


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Hotel Payment

- Fetch trip
- Method of Payment
 - Travel check
 - LPC (form sent to AP)
- Handling
- Notes
- Chain
- Up to 4 chart fields
- “Submit” button produces report that will be used as a form


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Conference Prepayment

- Fetch trip
- Method of Payment
 - Travel Check
 - LPC (form will be sent to AP)
 - PCard (form will be retained for purchasing card audit)
- Handling
- Notes
- Up to 4 chart fields
- “Submit” button produces report that will be used as a form


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Early Reimbursement

- Fetch trip
- Default to "Registered" information
- Must enter department name
- Handling
- Chains/wand-overs
- Deducts are not automatic
- Can request less than total
- Up to 3 chart fields
- Can submit >1 per trip
- "Submit" button produces report that will be used as a form


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Final Reimbursement

- Fetch trip
- Default to "Registered" information
- Must enter department name
- Handling
- Chains/wand-overs
- Deducts are automatic – timing issues
- Can request less than total
- Up to 3 chart fields
- Should be final request
- "Submit" button produces report that will be used as a form


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Trip Info

- Fetch trip
- Fetch specified search criteria
 - Date ranges from registered info
- Dates listed in "Trip" section are dates when paperwork arrived
- Payment and expense information
 - Final after reimbursement is paid
- Report will launch upon submit
- Use to monitor "open" trips


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Group Discussion

- Can use new system to close out old forms
- Use "Register" report to compile reimbursement
- Build directories on computer for retention
 - By traveler, then FY
- Are there any specific challenges in your area that we need to discuss?


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Additional Resources

- Travel home page
 - Schedule of allowable rates
 - Per diem rates
 - Distance calculator
 - Currency exchange rates
 - Policy
- Reservation requests; Reservation Training
- Other guidelines
 - IRS publication 463

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Conclusion

- Review Participant Objectives
 - Make appropriate decisions regarding different expenses types
 - Understand the intent and meaning of policies, and what is required to comply
 - Use appropriate methods of payments
 - Disseminate information to campus department regarding available services
 - Prepare various travel documentation using on-line resources

Course evaluation - must be filled out to be authorized for system and get credit for course.

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