Welcome & Thank You for Attending

Travel Principles & Web Application

Agenda
• Travel Department Information
• Regulations by Expense Type
• Travel Related Services
• Travel Homepage as a Resource
• Web Application: Question & Answer
  – Previously viewed Online Training Modules
• Total Course time: 1 hr. 30 min.

Why Training is Useful
• Increase understanding
• Encourage consistency in reporting
• Provide adequate information for compliance
• Answer questions and build rapport
What We do in Travel

- Provide:
  - Pre-trip and reimbursement payments
  - Onsite 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

Contact Information

- Travel Website: www.travel.utah.edu
- Office hours: 8 am–5 pm
- Travel Website: www.travel.utah.edu
- Ask Us
- Office hours: 8 am–5 pm
- Please have reservation requests to us by 2:30 pm

Accounting Main Line: 1-7142
- Kori DeHaan – Manager:
kori.dehaan@admin.utah.edu
- Darrin Robertson – Accounting Supervisor:
darrin.robertson@admin.utah.edu
- Courtney Peacock – Accounting Clerk:
courtney.peacock@admin.utah.edu
- Joshua Gifford – Accounting Clerk:
joshua.gifford@admin.utah.edu
- Agents: 7-9005
  - Amy Johnson / amy.johnson@admin.utah.edu
  - Holly Wallin / holly.wallin@admin.utah.edu
  - Brandilyn Turner / brandilyn.turner@admin.utah.edu
  - Monica Snyder / monica.snyder@admin.utah.edu

University Travel Policy

- Personally Incurred Expenses
  - Travel Reimbursement Request form must be limited to the traveler’s personal business expenses and may NOT request approval for reimbursement for the expenses of another traveler (Policy 3/100 B I F.3)
- University employee paying for a group of student expenses, a memo with the student name(s) and business purpose of attendance must be attached
Airfare Payment Requirements
- Book through Onsite Agents
- Travel Agency Online Training
- 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
- Travel Policy: Lowest Logical Cost
  - Maximum allowable airfare cost is state contracted rate

Personal Auto Mileage Requirements
- Must use personal vehicle
- In lieu of airfare: lower of either rates is reimbursable
  - Use University onsite agents to estimate state contracted rate by using Ask UH
- Current mileage rate found on Schedule of Allowable rates
- Apply to gasoline and wear & tear on vehicle
Lodging Requirements
• Allowed methods for prepayment:
  – Travel check
  – Paid personally (reimburse on Early or Final Reimbursement)
• Hotel Payment requests require invoice with reservation or confirmation #
• Reimbursements require proof of payment if paid personally
• Original hotel itemized receipts always required for Final Reimbursement (even if prepaid)
• Single occupancy rate and taxes only
• Non-conventional (friends, family, etc.) $20.00 per diem

Conference Registration Requirements
• Allowed methods for prepayment:
  – Travel check
  – Purchasing Card (acquired through Purchasing Dept.)
  – Paid personally (Early or Final Reimbursement)
• Prepayment requests require invoice or registration form
• Reimbursements require proof of payment if paid personally
• NOTE: if U prepaid (PCard) MUST submit prepayment time of payment

Conference/Registration Documentation
• We are now requiring Conference brochures or program summaries for all publicized conferences and workshops, July 2010
• Summaries should include:
  – Dates
  – Meals provided (when available)
  – Brochures
Meal Expense Requirements

- Per diem rates found on Travel homepage
- Actual receipts accepted up to 120% of per diem rate
- New Rule: University travelers should deduct, according to the tables available on the Travel Services web site, the estimated value of meals provided by any other party while on travel status. (March, 2011)
  - http://fbs.admin.utah.edu/travel/regulations/
- Business meals
  - Detailed info
  - Who, why
  - Alcohol not allowed on funds 5000 or 1001
  - Dean’s signature

Meal Example

- 1 day at $71
- 1 dinner meal provided or business meal = $36

Car Rental Requirements

- Always paid with personal credit card, no prepayments
- Liability is primary concern (Corporate liability insurance)
- Contract rates – State contracts, subject to change: refer to homepage
  - Hertz # 0198552
  - National #AL47075
  - Enterprise # XL47075
  - Diners card
- If not using contract rates (must have contract number on receipt) there will be a $3.00 a day insurance surcharge charged to department
- Will not reimburse any additional insurance, decline additional
- Gasoline receipts and itemized car rental receipts required on final reimbursement
FINANCIAL & BUSINESS SERVICES

Travel Accounting

• Includes all ground transportation
• Receipts over $25.00 required
• Under $25.00 receipts encouraged
  – Where there are no receipts, daily log required

Parking Requirements

• Salt Lake Airport rates
  – Short term allowed for less than 24 hour period - $28.00 a day
  – Long term required if staying longer than 24 hours - $7.00 a day
• Hotel Parking
  – Fully reimbursable and found on itemized hotel bill

Telephone/Internet Requirements

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

• Currency Conversions
  – Foreign Per Diem can be found on the Travel Homepage.
  – Please check ALL receipts and convert to US currency.
  – Documentation of conversion rates are required to be attached to the reimbursement request (print-outs from online conversions are acceptable).
  – Oanda Currency Conversions Website: http://www.oanda.com/converter/classic

Paperwork Requirements

• Tape down all receipts on one side of paper
• Two page layout, two separate pages (not double sided)
• No staples please
• Include proper traveler's and authorized approval signatures
  (traveler's signature required on ALL forms submitted to the travel office)
  – Authorization signatures must:
    • 1 - approve funding
    • 2 - approve business relatedness of trip
• Make copies of all documentation
  – Campus Departments retain for 2 years

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
On-site Agency
  - University Travel office is contracted with Christopherson Travel
  - We book international and domestic airfare, car rentals, and hotel accommodations
  - On-site Agency Fees: effective July 1, 2011
    - State contracted airfare rates available for booking and comparison. Fully exchangeable and refundable with a $30.00 fee attached
    - All international fares have a $30 fee attached
    - All other domestic, non-refundable fares have NO 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/
  - Complete Travel Agency Online Training
    - www.travel.utah.edu

Diners Corporate Credit Cards
  - Diners Card benefits:
    - Insurances
    - Long billing cycle
    - No annual fee
  - Refer to the following link:
    - Travel Homepage: Diners Club Credit Cards
      - www.travel.utah.edu

Cash Advances
  - VP signature required
  - Memo explanation required
  - Minimum $150
  - Increments of $150 or $250
  - Traveler must pickup AMEX cheques at Income Accounting by 4:00PM
  - Charged to departmental activity or project
Normal Processing
- Normal processing time for checks
  - 5 business days
    - Must have appropriate documentation and signatures
  - Unless request requires new vendor number from Accounts Payable or project number approval from Research Accounting

Next Day Checks
- $12.00 campus orders required and must be attached to travel forms
- Deadline: 12:00 noon for check to cut by next day
- Must be put in NEXT DAY basket in Travel Office

ACH Expedite
- Traveler is set up for Direct Deposit (ACH)
  - Set up through Accounts Payable
    - www.ap.admin.utah.edu
  - Option to expedite reimbursement for $8.00 from traveler’s reimbursement
  - Will Direct Deposit within 72 hours
  - Due by 2 PM in the Next Day basket
Audit Fee (effective July 1, 2011)

- Automatically charged when travel number is assigned
  - Employee In-State Driving Trips: $8 Audit Fee
  - Domestic Trip: $12 Audit Fee
  - International Trip: $20 Audit Fee

Web Application Q & A

- PCard and CO payments are recording in Travel Web Application?
- Difference between Agents & Accounting?
  - Entering expenses on the reimbursements
    - Parking, internet, meals, various lodging, ground transportation (combine and total on form)
- What happens after I submit forms online?

Travel Form Tips
Travel Homepage as a Resource
- Travel home page: www.travel.utah.edu
- Schedule of allowable rates
- Per diem rates
- Distance calculator
- Currency exchange rates
- University Travel Policy
- IRS Guideline links
- Travel Tidbits Blog

• Reservation requests: Travel Agency Online
  Training Modules
Conclusion

- Sign the class roster to obtain Travel Accounting access
- Course feedback can be found on our Travel Home Page under ASK US [www.travel.utah.edu](http://www.travel.utah.edu)
- Keep it on Campus [www.ukic.utah.edu](http://www.ukic.utah.edu)
  - See the services that are available on campus