

Travel Procedures

Three Phases

I. Get Info on the Trip and Register the Trip

Trip Details – Duration, Destination, Business Purpose, Etc.

Traveler's Info – Employee ID, Email, Etc.

II. Make prepayments (optional)

- Prepay Airfare – Onsite Travel Agency
- Prepay Hotel – Check made to Hotel
- Prepay Conference Fees - Check made to Conference or P-Card
- Cash Advance - Traveler's Checks
- Early reimbursement – Anything Prepaid by Traveler. Reimbursement to Traveler
- Foreign Wire Prepayment

III. Create the Final Reimbursement

- Collect all receipts (original, itemized receipts for all expenses)
- Categorize by expense type- Additional Documentation Requirements
<http://fbs.admin.utah.edu/travel/payments-travel-related/documentation-requirements/>
- Final reimbursement is a summary of all prepayments and all expenses from entire trip.

Payment Tips: Travel Related

<http://fbs.admin.utah.edu/travel/payments-travel-related/>

Schedule of Allowable Rates

<http://fbs.admin.utah.edu/travel/payments-travel-related/travel-allowable/>

Travel Policy

<http://fbs.admin.utah.edu/travel/regulations/>

FBS Newsletter for Travel Updates

<http://fbs.admin.utah.edu/communication/list-sign-up/?list=fbsnews>

Travel Terminology

Why Use University Onsite Agents?

1. Overall cost savings
 - a. Low or no ticketing service fees
 - b. Maximize value of negotiated contracts
2. Maximize traveler comfort & benefits
3. Ease of changes

Ticketing Service Fees

Domestic Nonrefundable Fare - \$0.00
International Nonrefundable Fare - \$30.00
State Contract Domestic or International - \$30.00
Delta Discount Fare - \$0.00 (No Fee)

Lowest Available Fare: Nonrefundable/Penalty Fare: All Airlines

This fare is nonrefundable and nontransferable between passengers. Any date or time changes will result in an airline penalty change fee plus any additional air cost at time of reissue. There is not a ticketing service fee for this fare.

Refunds are not offered with this fare.

Any flight cancellations will result in an airline credit, in the name of the traveler. This credit is valid one year from the issue date and is subject to airline change penalty fee. We recommend you cancel the reservation with the travel agency via email prior to departure to receive a credit.

A personal credit card may be used for this fare.

Non-Refundable: University Discounted Delta Fare

The University gets a discount on most Delta nonrefundable/penalty fares. The discount is from 3% to 11%, based upon the routing. The discount does not apply to the State Contract Fare on Delta flights.

Refunds are not offered with this fare.

Any flight cancellations will result in an airline credit, only in the name of the traveler. The credit is valid one year from the issue date less the airline penalty. We recommend the traveler cancel the reservation with the travel agency via email prior to departure to receive a credit.

A personal credit card may be used for this fare.

Refundable State Contract Fare

This State Contract Fare is only available on Delta & is only for certain city pair routing (SLC -> ATL, for example).

The fare is fully refundable but nontransferable between passengers. There is no airline change fee for date or time changes when space is available. The contract fare is not offered to all markets and the flight must begin or end in SLC (If space is very limited, we are able to book a state contract fare at a higher price). There is a ticketing service fee of \$30.00 to book this fare as well as any transactions changing. This fare is typically more expensive than a nonrefundable/penalty fare, but allows a lot of flexibility for the traveler and the department, and may save cost in the long run.

A personal credit card **cannot** be used for this fare.

We encourage department leadership to define a threshold within which the contracted fare should *always be booked*.

Prefer Upgradeable Class?

Some travelers have high frequent flyer status with certain airlines & are eligible for upgrades. Airlines require the ticket to be booked in a specific class of service to receive the upgrade. It is the responsibility of the travel planner or the traveler to know eligibility when submitting the request (Step 2). The airline ticket will then be booked by the travel agency in the appropriate fare class, for eligible upgrades.

Upgrades applied state contracted fares may be lost when flight changes are made.

Note: Upgradeable coach fares cannot be purchased for the sole purpose of upgrade for domestic flights and will be reimbursed only at the appropriate refundable state contracted fare rate.

Upgrade Certificates, Companion, or American Express Points

The onsite agency does not book any type of upgrade certificates, or tickets purchased using frequent flyer miles or points. These requests have to be directly from the traveler to the airline source. The travel planner/traveler will need to book directly with the airline and use a personal credit card for any charges.

Traveler Profile

Discussion: Frequent Travelers use this form to submit personal information to a secure site storing their data to make the reservation process more thorough, more accurate and easier.

Information stored securely for our travelers may include:

- Name as it appears on traveling identification
- Issuing Country of traveling identification to avoid additional airport screening
- Credit Card information for hotel reservations
- Seating Preferences
- Airline frequent flyer numbers to assist in getting credit for miles
- Car rental preferences and member numbers
- Hotel preferences and member numbers

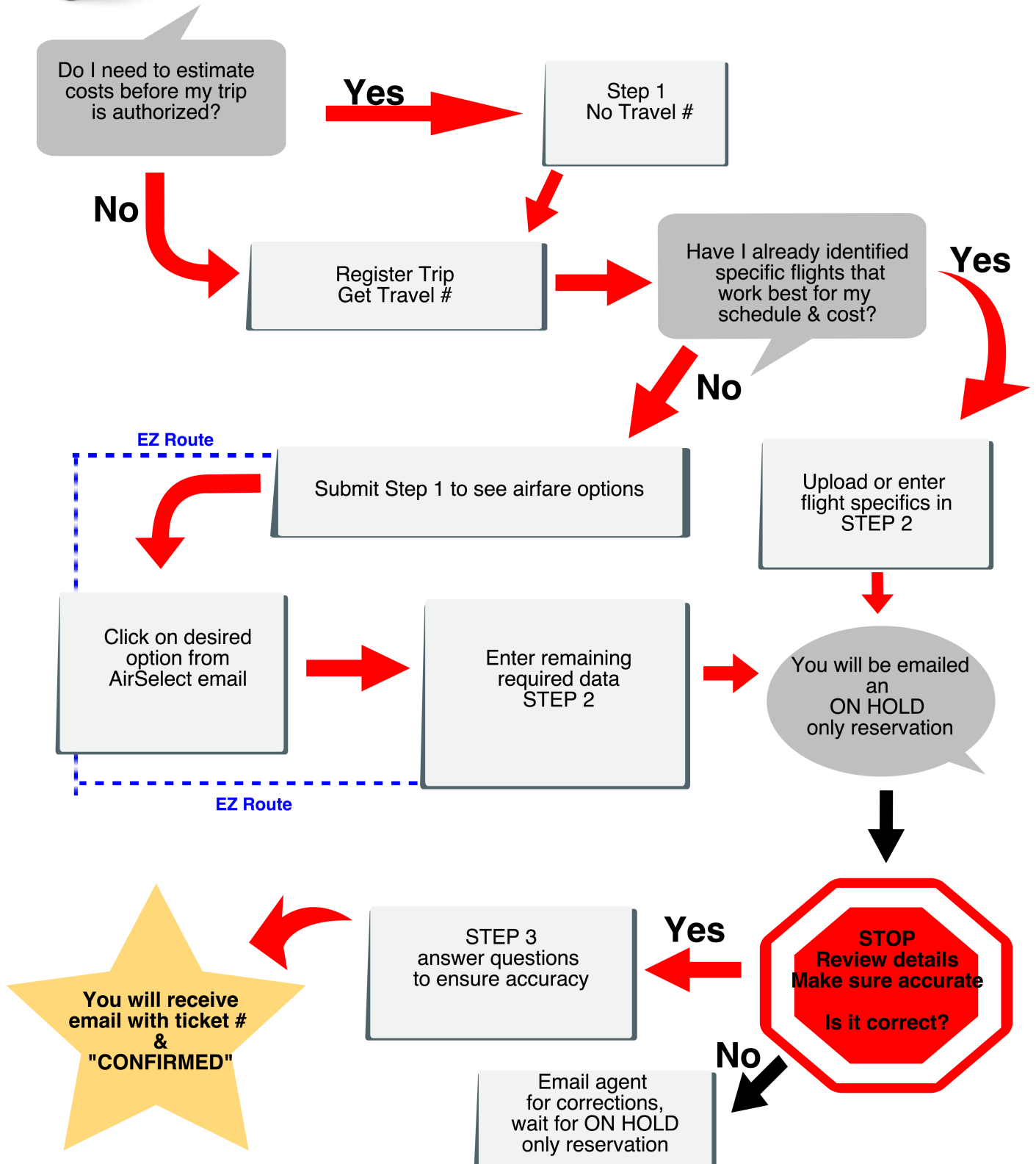
NOTE: Travelers may choose to withhold some of the above information, as they prefer.



I have to buy airfare for a business trip. What do I do?

*This model depicts buying airfare for one traveler, to one city, round-trip - which is 90% of the University of Utah's travel booking.

If you need assistance booking any other type of travel, please contact our agents.



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Three Stages of Travel

- Stage 1: Register Trip
- Stage 2: Prepayments, Reservations, and Early Reimbursements (Optional)
- Stage 3: Create the final reimbursement

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Stage 1

Business Purpose and Register Trip

- Information to obtain before registering the trip
 - Traveler information
 - Trip duration and destination/s
 - Business purpose questions...
- Register the trip

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Stage 1

Audit Fee


- Upon registering the trip an audit fee is automatically charged and a travel number is assigned
 - Employee In-State Driving Trips: \$8 Audit Fee
 - Domestic Trip: \$12 Audit Fee
 - International Trip: \$20 Audit Fee

Use the travel number to begin other forms:

Final Reimbursement - (part 1 of 5)

Trip Information

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Stage 2

(Optional)

- Prepay airfare
- Prepay hotel
- Reserve car rental
- Prepay conference fees
- Cash advance
- Early reimbursement
- Foreign wire prepayment


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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)
- On-site Agents Fees:
 - 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
- Fly America Act applies to fund 5000's
 - When using fund 5000's, must fly U.S. carriers

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Stage 2

Airfare Payment




- **Book airfare through our Onsite Agents and have the ticket charged directly to your department**
- Step 1 - AirSelect Request: This form will result in an email detailing flight options sent to the Travel Planner
- Step 2 - Hold Space for Specific Flights: This form will result in an "On Hold" reservation held for 24 hours. Prices only guaranteed until the end of the business day. Submit before 2:00PM to get a response the same day.
 - 3 Options:
 - Link from Airselect request
 - Upload itinerary pdf
 - Choose specific flight segments
- Step 3 - Confirm Reservation: Confirm reservation for individual travelers and obtain a ticket.

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Stage 2

Car Rental Reservation

- **Always** paid with personal credit card, no prepayments
- Liability is primary concern (Corporate liability insurance)
- Reserve through onsite agents and get set up with a state contract rate
 - Hertz # 0198552 
 - National #XL47075 
 - Enterprise # XL47075 
- **If not using contract rates: (must have contract number on receipt)** there will be a \$3.00 a day insurance surcharge charged to the department
- Will not reimburse any additional insurance, decline additional.
- **Reserve with Diners Credit Card preferred.**

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Stage 2

Conference prepayment

- Traveler will register for the conference
- Create conference prepayment request made payable to conference
- We send a check to the conference or have the check held for pickup by the traveler
- **Payment of conference fees with P-Card is allowed and recommended.**

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Stage 2

Cash Advances

- VP signature always required
- Memo explanation required
- Check payable to traveler will be printed, or direct deposited if traveler is set up for direct deposit.

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Stage 2

Early Reimbursement and Foreign Wire Prepayment

- Early reimbursement is optional and requires receipts showing proof of payment.
- Foreign Wire Option for foreign hotels that require prepayment through a wire transfer.

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Stage 3

Creating the final reimbursement


- Collect all receipts (original, itemized receipts for all expenses)
- Categorize by expense type
- Final reimbursement is a summary of **all prepayments and all expenses** from entire trip.
- Final reimbursement will close out the trip.

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Good Example for a complicated trip


date	Expense	Charge	Debit	Total
08/28/14	Hotel	1000.00	1000.00	1000.00
08/29/14	Hotel	1000.00	1000.00	2000.00
08/30/14	Hotel	1000.00	1000.00	3000.00
08/31/14	Hotel	1000.00	1000.00	4000.00
09/01/14	Hotel	1000.00	1000.00	5000.00
09/02/14	Hotel	1000.00	1000.00	6000.00
09/03/14	Hotel	1000.00	1000.00	7000.00
09/04/14	Hotel	1000.00	1000.00	8000.00
09/05/14	Hotel	1000.00	1000.00	9000.00
09/06/14	Hotel	1000.00	1000.00	10000.00
09/07/14	Hotel	1000.00	1000.00	11000.00
09/08/14	Hotel	1000.00	1000.00	12000.00
09/09/14	Hotel	1000.00	1000.00	13000.00
09/10/14	Hotel	1000.00	1000.00	14000.00
09/11/14	Hotel	1000.00	1000.00	15000.00
09/12/14	Hotel	1000.00	1000.00	16000.00
09/13/14	Hotel	1000.00	1000.00	17000.00
09/14/14	Hotel	1000.00	1000.00	18000.00
09/15/14	Hotel	1000.00	1000.00	19000.00
09/16/14	Hotel	1000.00	1000.00	20000.00
09/17/14	Hotel	1000.00	1000.00	21000.00
09/18/14	Hotel	1000.00	1000.00	22000.00
09/19/14	Hotel	1000.00	1000.00	23000.00
09/20/14	Hotel	1000.00	1000.00	24000.00
09/21/14	Hotel	1000.00	1000.00	25000.00
09/22/14	Hotel	1000.00	1000.00	26000.00
09/23/14	Hotel	1000.00	1000.00	27000.00
09/24/14	Hotel	1000.00	1000.00	28000.00
09/25/14	Hotel	1000.00	1000.00	29000.00
09/26/14	Hotel	1000.00	1000.00	30000.00
09/27/14	Hotel	1000.00	1000.00	31000.00
09/28/14	Hotel	1000.00	1000.00	32000.00
09/29/14	Hotel	1000.00	1000.00	33000.00
09/30/14	Hotel	1000.00	1000.00	34000.00
10/01/14	Hotel	1000.00	1000.00	35000.00
10/02/14	Hotel	1000.00	1000.00	36000.00
10/03/14	Hotel	1000.00	1000.00	37000.00
10/04/14	Hotel	1000.00	1000.00	38000.00
10/05/14	Hotel	1000.00	1000.00	39000.00
10/06/14	Hotel	1000.00	1000.00	40000.00
10/07/14	Hotel	1000.00	1000.00	41000.00
10/08/14	Hotel	1000.00	1000.00	42000.00
10/09/14	Hotel	1000.00	1000.00	43000.00
10/10/14	Hotel	1000.00	1000.00	44000.00
10/11/14	Hotel	1000.00	1000.00	45000.00
10/12/14	Hotel	1000.00	1000.00	46000.00
10/13/14	Hotel	1000.00	1000.00	47000.00
10/14/14	Hotel	1000.00	1000.00	48000.00
10/15/14	Hotel	1000.00	1000.00	49000.00
10/16/14	Hotel	1000.00	1000.00	50000.00
10/17/14	Hotel	1000.00	1000.00	51000.00
10/18/14	Hotel	1000.00	1000.00	52000.00
10/19/14	Hotel	1000.00	1000.00	53000.00
10/20/14	Hotel	1000.00	1000.00	54000.00
10/21/14	Hotel	1000.00	1000.00	55000.00
10/22/14	Hotel	1000.00	1000.00	56000.00
10/23/14	Hotel	1000.00	1000.00	57000.00
10/24/14	Hotel	1000.00	1000.00	58000.00
10/25/14	Hotel	1000.00	1000.00	59000.00
10/26/14	Hotel	1000.00	1000.00	60000.00
10/27/14	Hotel	1000.00	1000.00	61000.00
10/28/14	Hotel	1000.00	1000.00	62000.00
10/29/14	Hotel	1000.00	1000.00	63000.00
10/30/14	Hotel	1000.00	1000.00	64000.00
10/31/14	Hotel	1000.00	1000.00	65000.00
11/01/14	Hotel	1000.00	1000.00	66000.00
11/02/14	Hotel	1000.00	1000.00	67000.00
11/03/14	Hotel	1000.00	1000.00	68000.00
11/04/14	Hotel	1000.00	1000.00	69000.00
11/05/14	Hotel	1000.00	1000.00	70000.00
11/06/14	Hotel	1000.00	1000.00	71000.00
11/07/14	Hotel	1000.00	1000.00	72000.00
11/08/14	Hotel	1000.00	1000.00	73000.00
11/09/14	Hotel	1000.00	1000.00	74000.00
11/10/14	Hotel	1000.00	1000.00	75000.00
11/11/14	Hotel	1000.00	1000.00	76000.00
11/12/14	Hotel	1000.00	1000.00	77000.00
11/13/14	Hotel	1000.00	1000.00	78000.00
11/14/14	Hotel	1000.00	1000.00	79000.00
11/15/14	Hotel	1000.00	1000.00	80000.00
11/16/14	Hotel	1000.00	1000.00	81000.00
11/17/14	Hotel	1000.00	1000.00	82000.00
11/18/14	Hotel	1000.00	1000.00	83000.00
11/19/14	Hotel	1000.00	1000.00	84000.00
11/20/14	Hotel	1000.00	1000.00	85000.00
11/21/14	Hotel	1000.00	1000.00	86000.00
11/22/14	Hotel	1000.00	1000.00	87000.00
11/23/14	Hotel	1000.00	1000.00	88000.00
11/24/14	Hotel	1000.00	1000.00	89000.00
11/25/14	Hotel	1000.00	1000.00	90000.00
11/26/14	Hotel	1000.00	1000.00	91000.00
11/27/14	Hotel	1000.00	1000.00	92000.00
11/28/14	Hotel	1000.00	1000.00	93000.00
11/29/14	Hotel	1000.00	1000.00	94000.00
11/30/14	Hotel	1000.00	1000.00	95000.00
12/01/14	Hotel	1000.00	1000.00	96000.00
12/02/14	Hotel	1000.00	1000.00	97000.00
12/03/14	Hotel	1000.00	1000.00	98000.00
12/04/14	Hotel	1000.00	1000.00	99000.00
12/05/14	Hotel	1000.00	1000.00	100000.00
12/06/14	Hotel	1000.00	1000.00	101000.00
12/07/14	Hotel	1000.00	1000.00	102000.00
12/08/14	Hotel	1000.00	1000.00	103000.00
12/09/14	Hotel	1000.00	1000.00	104000.00
12/10/14	Hotel	1000.00	1000.00	105000.00
12/11/14	Hotel	1000.00	1000.00	106000.00
12/12/14	Hotel	1000.00	1000.00	107000.00
12/13/14	Hotel	1000.00	1000.00	108000.00
12/14/14	Hotel	1000.00	1000.00	109000.00
12/15/14	Hotel	1000.00	1000.00	110000.00
12/16/14	Hotel	1000.00	1000.00	111000.00
12/17/14	Hotel	1000.00	1000.00	112000.00
12/18/14	Hotel	1000.00	1000.00	113000.00
12/19/14	Hotel	1000.00	1000.00	114000.00
12/20/14	Hotel	1000.00	1000.00	115000.00
12/21/14	Hotel	1000.00	1000.00	116000.00
12/22/14	Hotel	1000.00	1000.00	117000.00
12/23/14	Hotel	1000.00	1000.00	118000.00
12/24/14	Hotel	1000.00	1000.00	119000.00
12/25/14	Hotel	1000.00	1000.00	120000.00
12/26/14	Hotel	1000.00	1000.00	121000.00
12/27/14	Hotel	1000.00	1000.00	122000.00
12/28/14	Hotel	1000.00	1000.00	123000.00
12/29/14	Hotel	1000.00	1000.00	124000.00
12/30/14	Hotel	1000.00	1000.00	125000.00
12/31/14	Hotel	1000.00	1000.00	126000.00
01/01/15	Hotel	1000.00	1000.00	127000.00
01/02/15	Hotel	1000.00	1000.00	128000.00
01/03/15	Hotel	1000.00	1000.00	129000.00
01/04/15	Hotel	1000.00	1000.00	130000.00
01/05/15	Hotel	1000.00	1000.00	131000.00
01/06/15	Hotel	1000.00	1000.00	132000.00
01/07/15	Hotel	1000.00	1000.00	133000.00
01/08/15	Hotel	1000.00	1000.00	134000.00
01/09/15	Hotel	1000.00	1000.00	135000.00
01/10/15	Hotel	1000.00	1000.00	136000.00
01/11/15	Hotel	1000.00	1000.00	137000.00
01/12/15	Hotel	1000.00	1000.00	138000.00
01/13/15	Hotel	1000.00	1000.00	139000.00
01/14/15	Hotel	1000.00	1000.00	140000.00
01/15/15	Hotel	1000.00	1000.00	141000.00
01/16/15	Hotel	1000.00	1000.00	142000.00
01/17/15	Hotel	1000.00	1000.00	143000.00
01/18/15	Hotel	1000.00	1000.00	144000.00
01/19/15	Hotel	1000.00	1000.00	145000.00
01/20/15	Hotel	1000.00	1000.00	146000.00
01/21/15	Hotel	1000.00	1000.00	147000.00
01/22/15	Hotel	1000.00	1000.00	148000.00
01/23/15	Hotel	1000.00	1000.00	149000.00
01/24/15	Hotel	1000.00	1000.00	150000.00
01/25/15	Hotel	1000.00	1000.00	151000.00
01/26/15	Hotel	1000.00	1000.00	152000.00
01/27/15	Hotel	1000.00	1000.00	153000.00
01/28/15	Hotel	1000.00	1000.00	154000.00
01/29/15	Hotel	1000.00	1000.00	155000.00
01/30/15	Hotel	1000.00	1000.00	156000.00
01/31/15	Hotel	1000.00	1000.00	157000.00
02/01/15	Hotel	1000.00	1000.00	158000.00
02/02/15	Hotel	1000.00	1000.00	159000.00
02/03/15	Hotel	1000.00	1000.00	160000.00
02/04/15	Hotel	1000.00	1000.00	161000.00
02/05/15	Hotel	1000.00	1000.00	162000.00
02/06/15	Hotel	1000.00	1000.00	163000.00
02/07/15	Hotel	1000.00	1000.00	164000.00
02/08/15	Hotel	1000.00	1000.00	165000.00
02/09/15	Hotel	1000.00	1000.00	166000.00
02/10/15	Hotel	1000.00	1000.00	167000.00
02/11/15	Hotel	1000.00	1000.00	168000.00
02/12/15	Hotel	1000.00	1000.00	169000.00
02/13/15	Hotel	1000.00	1000.00	170000.00
02/14/15	Hotel	1000.00	1000.00	171000.00
02/15/15	Hotel	1000.00	1000.00	172000.00

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Regulations:

- **Airfare Reimbursement** – Itinerary and receipt required. No first or business class purchases. (unless in the air over 8 hours)
- **Personal Auto mileage Reimbursement** (\$.56/mile) – Mileage log required. Cannot exceed cost of airfare. Must be traveler's personal vehicle.
- **Hotel Reimbursement** – Itemized final receipt ALWAYS required. Separate out room service, internet, etc.
 - Non-Conventional Lodging \$20/day per diem
- **Conference Reimbursement** – Receipt or proof of payment required.
 - Conference brochure required – Name, Dates, Meals provided.
- **Transportation** – Receipts required. (missing receipts up to \$25 allowed)
- **Business phone use** - reimbursable with proof from hotel bill or cell phone statement
- **Internet** - reimbursable with proof of payment

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Personally Incurred Expenses

Travelers can only be reimbursed for their own expenses.
(Policy 3-030 III.F.3)

Cannot pay for another person and be reimbursed for it

Exception: University employee paying for a group of students or other non-employee/s, a **memo with the student name(s) and business purpose of attendance must be attached**

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Salt Lake Airport Parking

- Salt Lake Airport rates
 - Short term lot allowed for less than 24 hour period - \$28.00 a day
 - Long term lot required if staying longer than 24 hours - \$9.00 a day

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Meals/Per Diem

- Per diem rates found on Travel homepage
- With actual receipts we can reimburse up to 20% over the per diem rate
- If any meals were provided by another party they should be deducted from the total per diem amount.
- Business meals
 - Deans signature
 - Names of people in attendance
 - Purpose of the meeting
 - Alcohol not allowed on funds 5000 and 1001

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Example

Total	Continental Breakfast	Lunch	Dinner	IE
\$45	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

Total	First & Last Day of Travel
\$45	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.


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Foreign Travel Requirements

- Currency Conversions
 - Please check **ALL** receipts and convert to US currency.
 - Print screen from currency conversion website and attach behind each receipt.
 - Write US amount on each foreign receipt.
 - A list of receipts by expense type for long trips is helpful.
 - Credit card statements also acceptable
 - Oanda Currency Conversions Website
<http://www.oanda.com/converter/classic>

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Stage 3

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**

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Stage 3

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
 - Foreign Wire transfers
- **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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Stage 3

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
 - When there is a problem with a request we will email the requestor. If we don't hear back within 3-5 weeks we will send it back.

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Expedite Options

- \$12.00 campus order attached to travel forms (Due by 12:00 Noon)

OR

- \$8.00 expedite fee taken from reimbursement (Due by 2:00PM) available if traveler is currently set up for direct deposit for travel.
- **Must be put in NEXT DAY basket in Travel Office**


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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

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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
- Keep it on Campus www.ukic.utah.edu
 - See the services that are available on campus

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