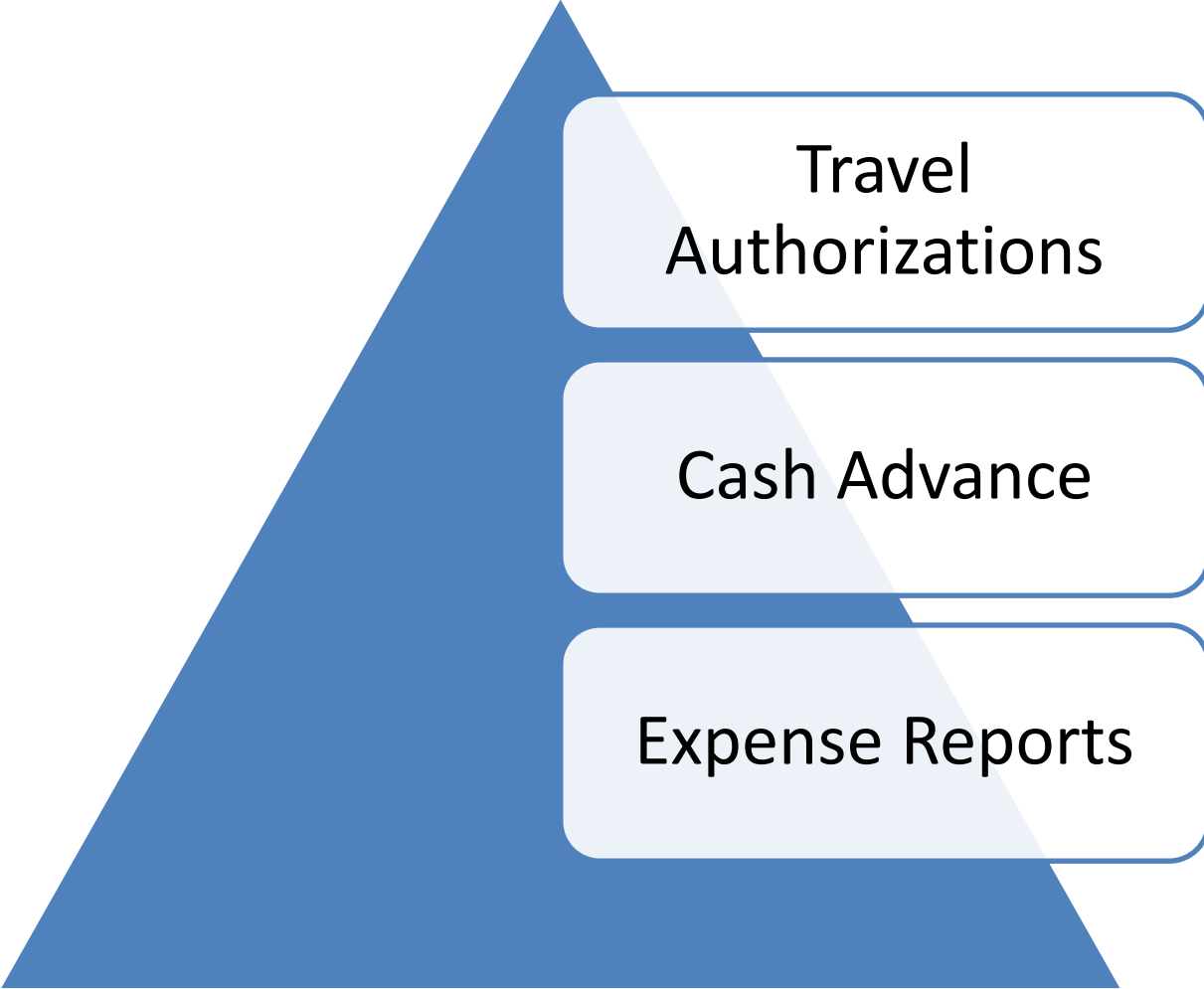




Knowledge Services

Travel & Expenses

Training Topics

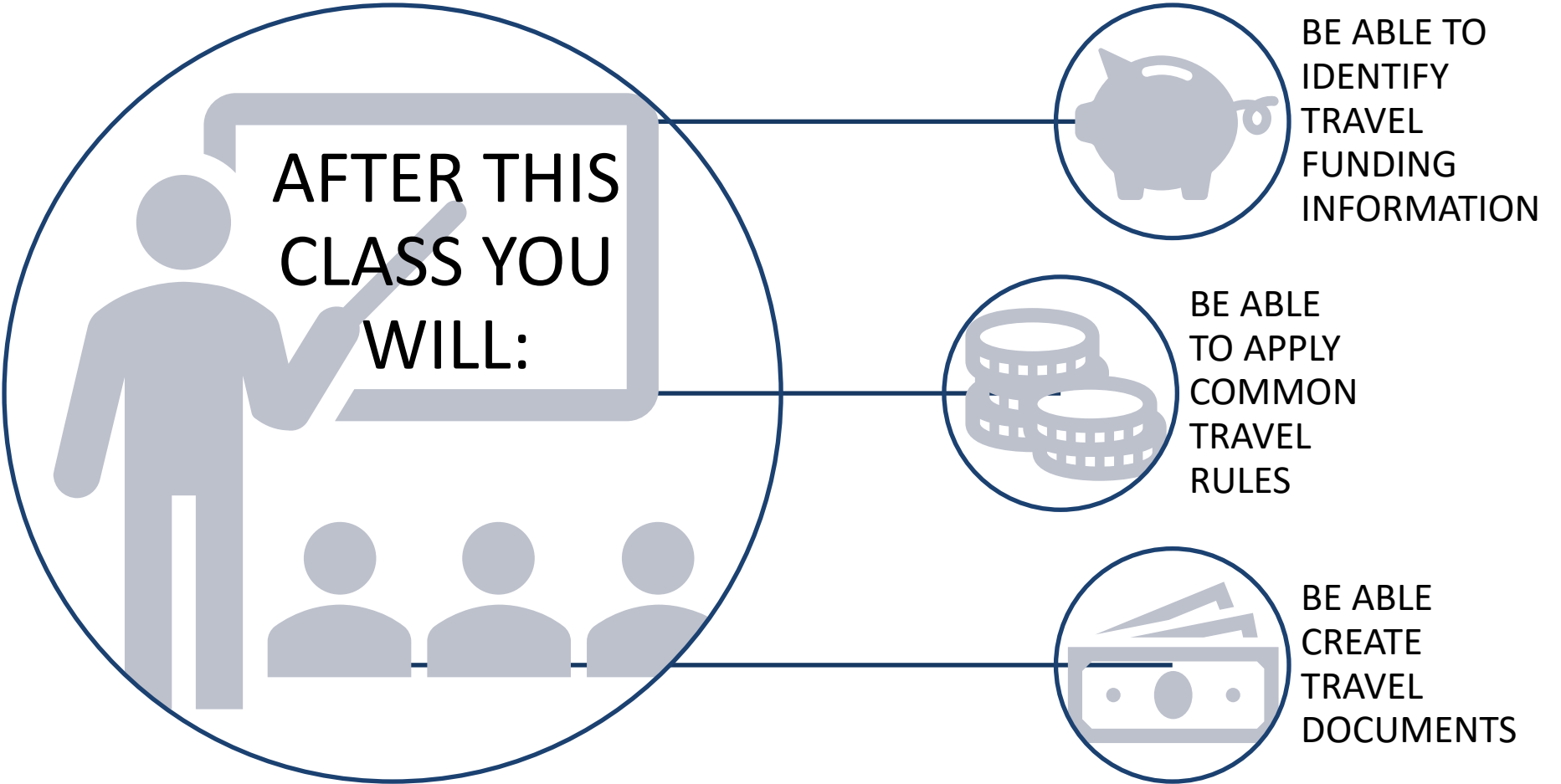


Travel
Authorizations

Cash Advance

Expense Reports

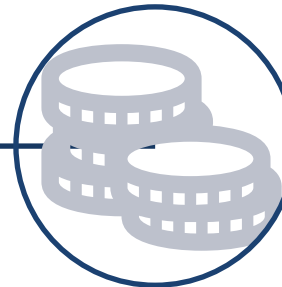
Learning Objectives



AFTER THIS
CLASS YOU
WILL:



BE ABLE TO
IDENTIFY
TRAVEL
FUNDING
INFORMATION



BE ABLE
TO APPLY
COMMON
TRAVEL
RULES



BE ABLE
CREATE
TRAVEL
DOCUMENTS



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KNOWLEDGE SERVICES

Travel Authorization

Travel Authorization

The Travel Authorization (TA) is used to authorize domestic and international travel for people traveling on official university business.

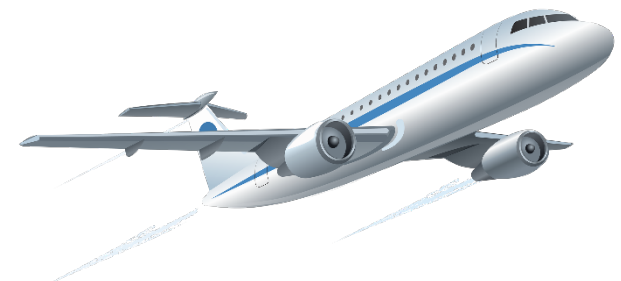


Before the trip occurs, a fully approved Travel Authorization(TA) is required before all business travel.



Foreign travel authorizations should be submitted 30 days in advance of the departure and require additional approvals.

- Faculty requires approval by the Provost and Vice President for Academic Affairs.
- Staff requires approval by the Vice President for Human Resources.



Travel Authorization



Before traveling to Washington, D.C., to obtain federal funds or impact federal policies, the traveler must submit information to the Office of State-Federal Relations (OSFR)



The form is available from the OSFR website at:
<http://www.osfr.state.tx.us/>



The form will require your agency name “University of Texas at Arlington” and 3-digit Agency Code “714”.



Travel Authorization

A Travel Authorization is always required when there is an airfare charge, hotel charge, or an overnight stay
(for employees and non-employees)

Should reflect accurate anticipated cost of trip

If no cost to the University, TA may reflect encumbrance of \$0.01



Travel Authorization

A Supplemental Travel Authorization must be referenced on the expense report when....

TA was not created in UTShare prior to start of trip

TA was not fully approved prior to start of trip

Change in travel dates of two (2) or more days

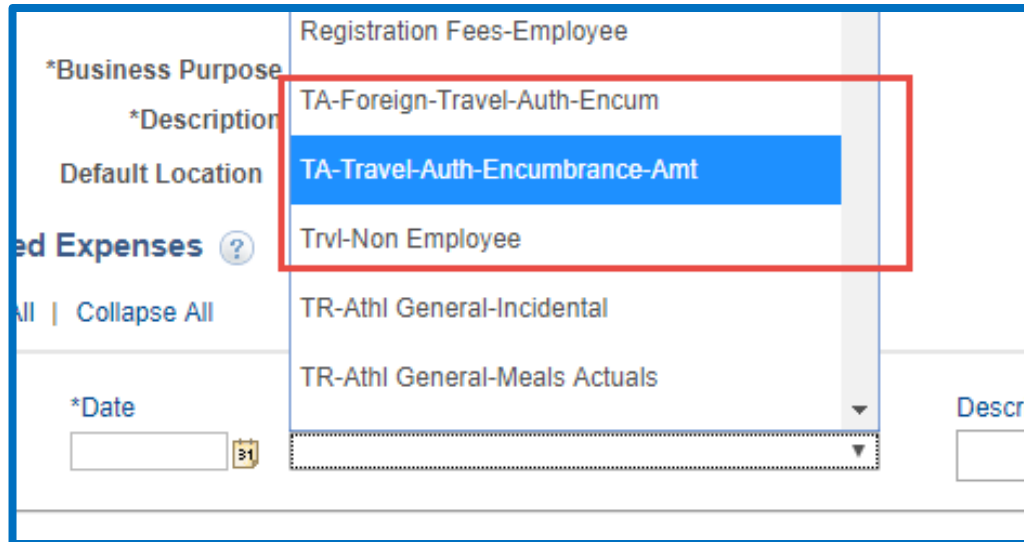
Change to destination/ duty location

Change or Release TA encumbrance

NOTE: This form will be used in lieu of processing an exception

Travel Authorizations

Expense Types For Travel Authorizations:



The screenshot shows a web form for travel authorizations. A dropdown menu is open, displaying several expense type options. The option 'TA-Travel-Auth-Encumbrance-Amt' is highlighted in blue. A red rectangular box highlights the dropdown menu area. The form fields visible include: *Business Purpose, *Description, Default Location, ed Expenses (?), All | Collapse All, *Date (with a calendar icon), and a Description field.

Expense Type
Registration Fees-Employee
TA-Foreign-Travel-Auth-Encum
TA-Travel-Auth-Encumbrance-Amt
Trvl-Non Employee
TR-Athl General-Incidental
TR-Athl General-Meals Actuals

Employee Expense Type:

TA-Travel-Auth-Encumbrance (Domestic)
TA- Foreign-Travel-Auth-Encum (Foreign)

Non Employee Expense Type*:

TRVL—Non Employee
(Domestic or Foreign)

*requires Non-Employee Expense Reimbursement form submission to Travel Services to obtain a TARL number.

Travel Authorization

There should only be one expense line unless the airfare for the trip should be expensed to a different funding source.

In that case, enter two TA lines:

*Expense Type	*Description	*Amount	Currency
TR-Out of St-Airfare	encumbrance for airfare charges	400.00	USD
TA-Travel-Auth-Encumbrance-Amt	*encumbrance for other expenses	500.00	USD

The “Airfare” line is where Accounts Payable will charge the Airfare expense.

Travel Authorization

Travel and Expenses stores information in an Employee Profile. It contains data used to process expenses, such as department information and Chartfield values.

- A default Cost Center or Project is applied to Travel Authorizations and Expense Reports.
- Use the **Employee Profile** page, **Organizational Data** tab to modify the default chartfield string.

Default ChartField Values								Personalize	Find	First	1 of 1	Last
*GL Unit	Fund	Cost Center	Function	Program	Affiliate	Fund Affil	Dept					
UTARL	3105	310172	700				320105					

Travel Authorization

Information needed to complete the Travel Authorization:

Traveler EMPL
ID or TARL
number

Purpose and
Benefit of the
Trip

Dates of
Travel

Destination

Disposition of
Duties While
Traveling

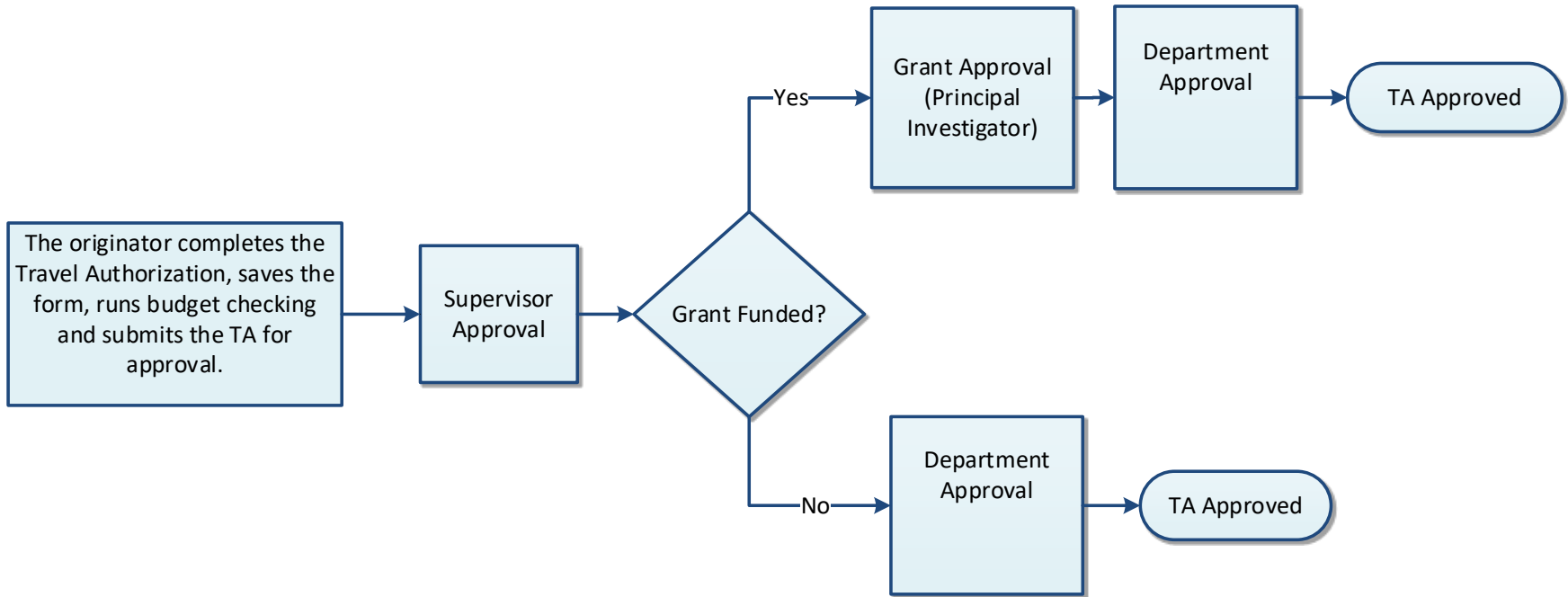
ChartField
Values to be
Encumbered



Office of Information
Technology
KNOWLEDGE SERVICES

Travel Authorization Workflow Process

Travel Authorization

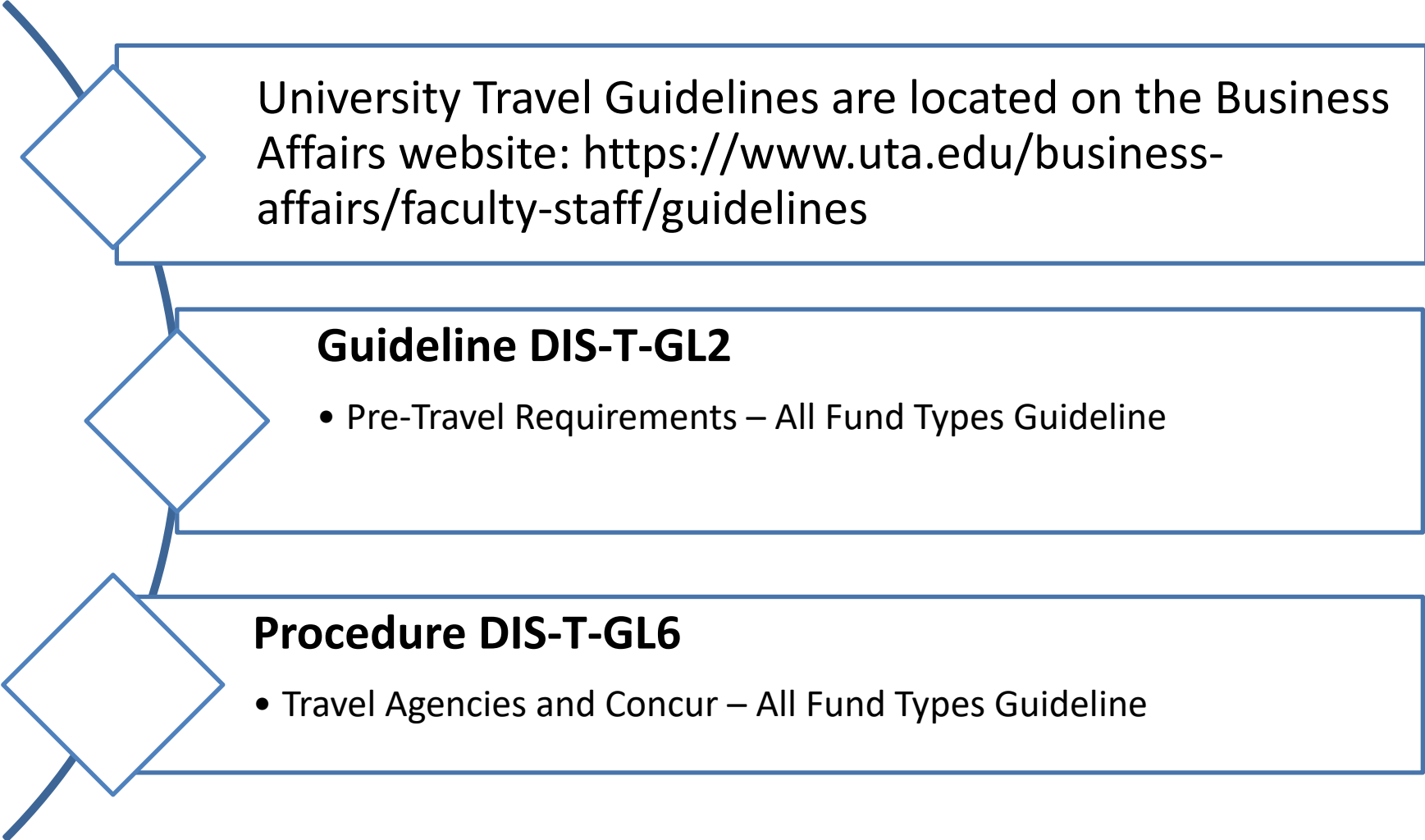


Travel Authorization Exercise



Travel Authorization

Guidelines



University Travel Guidelines are located on the Business Affairs website: <https://www.uta.edu/business-affairs/faculty-staff/guidelines>

Guideline DIS-T-GL2

- Pre-Travel Requirements – All Fund Types Guideline

Procedure DIS-T-GL6

- Travel Agencies and Concur – All Fund Types Guideline



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Cash Advance

Cash Advance

A Cash Advance is a payment made to a traveler to cover out-of-pocket travel expenses. A traveler may be eligible for a cash advance if any of the following are true:



The advance request is a minimum of \$100.00



The destination is in an isolated area or region that does not accept credit cards



Travel is for an extended period of time



Faculty traveling with a group of students abroad or traveling for educational purposes



If there's a financial hardship to the traveler

Cash Advance

Cash Advances are not typically issued under the following conditions:

When the trip lacks an approved Travel Authorization

When the trip does not require an overnight stay

When the employee or student has an outstanding advance

When the traveler is a Non-employee or Prospective Employee

Cash Advance

The TA must be approved before the cash advance is issued.

Create Cash Advance Save for Later | Home

*Business Purpose

*Advance Description

*Accounting Date 04/08/2019

Comment

Reference

User Defaults
Import ATM Advances

Cash Advance ? View Printable Version Notes Attachments

*Source	Description	*Amount	Currency	Details
<input type="text"/>	<input type="text"/>	0.00	USD	Details + -
Totals		Advance Amount	0.00 USD	

Enter the TA number in the **Reference** field.

Cash Advance

After conclusion of travel

30 calendar days
after the end
date

All unused funds must be repaid and deposited to the Student Accounts office

60 calendar days
after the end
date

The cash advance is subject to income and employment taxes. **Departments will be required to pay the employer's portion of the tax.**

120 calendar
days after end
date

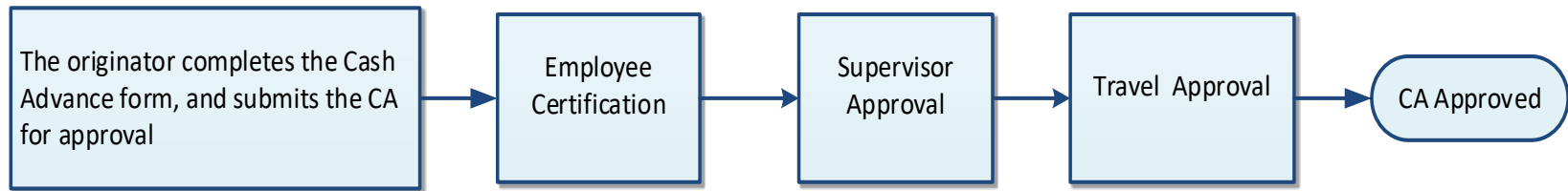
Cash Advance is charged to the traveler's department



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**Cash Advance
Workflow Process**

Cash Advance



Cash Advance Exercise

Class Activity

- Create Cash Advance



Cash Advance

Guidelines



Guideline DIS-T-GL2 Section D

- Cash Advance for Travel



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Travel Expense Report

Travel Expense Report



The Expense Report (ER) is used to reimburse out-of-pocket business-related expenses and provide a detailed record of the expenses.



All supporting documentation should be scanned and attached to the ER in UTShare.



Reimbursements for travel expenses include (but are not limited to): Meals, Lodging, Mileage, Parking, etc.



Travel reimbursements should be submitted and fully approved in a timely manner otherwise payment to the traveler will be delayed.

Expense Report Submission Timeline

Between travel
end date and 30
calendar days

Expense Report fully
approved through
workflow ready for
review by Office of
Disbursements.

Between 30 and 60
calendar days

Error Free Expense
Report ready for
processing by the Office
of Disbursements.

60 calendar days
after end date

Error Free
Expense Report
fully processed.

Important Notes

- Travelers that have a fully approved Travel Authorization, their travel ended over **30 days**, and do not have a fully approved Expense Report will receive a communication of non-compliance.
- **Travel Expense Reports processed on the 61st calendar day after trip ends or later, or that are not “Error Free” by the 60th calendar day, are taxable to the traveler (income and employment taxes) and the employing department.**

Travel Expense Report

The Travel Authorization (TA) must be linked to the Expense Report (ER) to release the encumbrance.

From the Quick Start “Populate From” dropdown, use the “A Travel Authorization” option.

Create Expense Report

Save for Later

Sam Maverick ?

*Business Purpose

Default Location

*Report Description

Attachments

Reference

Comment

Budget Information

Budget Status Not Chk'd

Budget Options

Quick Start ...Populate From GO

...Populate From

A Template

A Travel Authorization

An Existing Report

Entries from My Wallet

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date

*Expense Type

Description

*Payment Type

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Travel Expense Report

A second report cannot be linked to the same TA number.

The screenshot shows a web form titled "Create Expense Report". At the top, the user "Sam Maverick" is logged in. The form contains several input fields: a dropdown menu for "*Business Purpose", a text input for "*Report Description", a text input for "Reference" with a search icon, and a text input for "Comment". A red rectangular box highlights the "Reference" and "Comment" fields. At the bottom left, there is a link for "Expenses" with a help icon.

For additional reimbursements, reference both the TA and the original ER numbers in the "Reference" field.



Travel Expense Report

Do Not include these Pre-Paid expenses as expense lines on the Expense Report:

Airfare charged to the Corporate Business Account by Corporate Travel Planners (CTP) or Anthony Travel.

Direct billed **Rental Car** expenses.

Direct billed **Hotel** expenses.

Do include all associated receipts in the attachments.

Travel Expense Report



Currency should be entered in U.S. dollars (USD) on the Expense Report.



Receipts for international travel should be converted to USD using the following website:
www.oanda.com/currency/converter*



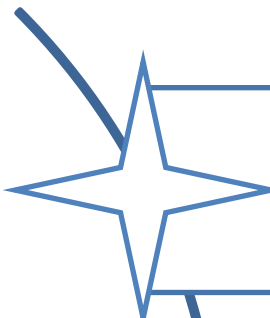
Travel reimbursements are issued to the traveler based on how they are setup to receive their paycheck (e.g. Direct Deposit or Check).

***Credit Card receipt can be accepted in lieu of conversion page.**

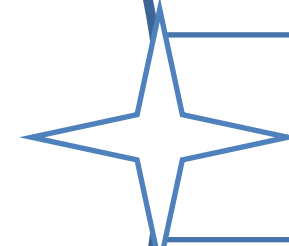


Travel Expense Report


Meals and Lodging



In State and Out of State travel rates are available from the General Services Administration (GSA) website (www.gsa.gov/perdiem). This site provides per diem* rates for destinations within the Contiguous United States. **UTA Currently only utilizes the M&IE Total, not the meal or first and last day breakdowns.**



Foreign travel rates are available from the Defense Travel Management website (www.defensetravel.dod.mil).



You must attach a screenshot of the per diem rates page to the Expense Report for the travel location.



Travel Expense Report - Meals

Foreign Travel

Employees are reimbursed for actual meal expenses up to the Department of Defense per diem rate.

Receipts are required if the amount exceeds the per diem.

Original receipts are required for all other foreign travel reimbursements, such as hotels, transportation, etc.

Domestic Travel

Per Diem for meal expenses based on GSA rates must include tax and tip (20% maximum gratuity).

If reimbursing per diem amount, receipts are not required.

Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the location.

For this option, receipts are required.

Travel Expense Report - Meals



There are no meal reimbursements for non-overnight travel or in designated headquarters (DFW area).



If meals are included with a conference registration, prorate the per diem:

One meal provided, 75% of per diem

Two meals provided, 35% of per diem

Travel Expense Report - Meals

First Day Meals For Domestic Travel

The following Per Diem can be provided on the day of departure based on the traveler's departure time from campus (if a workday) or residence (if a weekend).

Departure Time	Breakfast	Lunch	Dinner
Before 9:00am	Y	Y	Y
Between 9:00am and 1:00pm	N	Y	Y
Between 1:00pm and 6:00pm	N	N	Y
After 6:00pm	N	N	N

Per Diem Allowance Proration

- 75% of allowance if two meal reimbursed
- 35% of allowance if one meal reimbursed

Travel Expense Report - Meals

Last Day Meals For Domestic Travel

The following Per Diem can be provided on the day of return based on the traveler's return time to campus (if a workday) or residence (if a weekend).

Return Time	Breakfast	Lunch	Dinner
After 6:00pm	Y	Y	Y
Between 1:00pm and 6:00pm	Y	Y	N
Between 9:00am and 1:00pm	Y	N	N
Before 9:00am	N	N	N

Per Diem Allowance Proration







- 75% of allowance if two meal reimbursed
- 35% of allowance if one meal reimbursed

Travel Expense Report - Meals

Enter expense line for each day's Meal Per Diem reimbursement and Incidental separately.

GSA U.S. General Services Administration

Primary Destination i	County i	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses
Boulder / Broomfield	Boulder / Broomfield	\$69	\$16	\$17	\$31	\$5
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$79	\$18	\$20	\$36	\$5

*Date	*Expense Type	*Description	*Amount
02/06/2023 	TR-Out of St-Meals Per Diem 	full meal per diem for day  228 characters remaining	74.00
02/06/2023 	TR-Out of St-Travel Incidental 	*travel incidental allowance  227 characters remaining	5.00

Total Meals for the day before proration is the M&IE total -\$5.

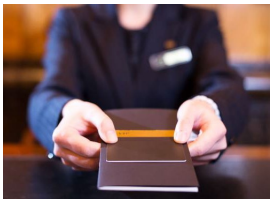
Travel Expense Report - Lodging



Texas sales tax for lodging will not be reimbursed.



For **Domestic Travel**, actual hotel room cost should be itemized daily*. Lodging tax can be entered as a total on a separate line.



For **Foreign Travel**, hotel room charges should be entered as one expense line for total cost on the day the charge was paid. Lodging tax should be entered as a total on a separate line.

*If reconciling Travel Card charges, lodging charges cannot be separated by day.

Travel Expense Report - Lodging



If a conference hotel is used and the cost exceeds the GSA rate, supporting documentation must be submitted with the Expense Report.

Travel Expense Report



Gasoline for rental cars is reimbursable when purchased by the traveler.

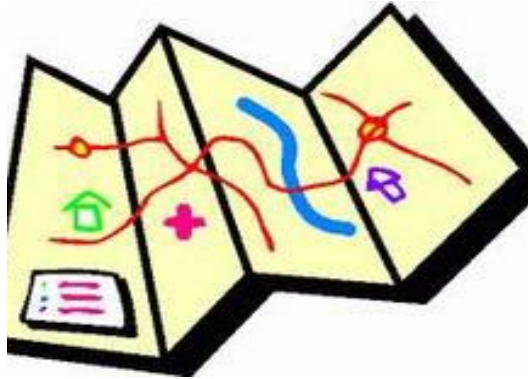
Fuel charges incurred by the rental company when not returning the vehicle full of fuel is not reimbursable.

A copy of the rental car receipt must be attached to the expense report.

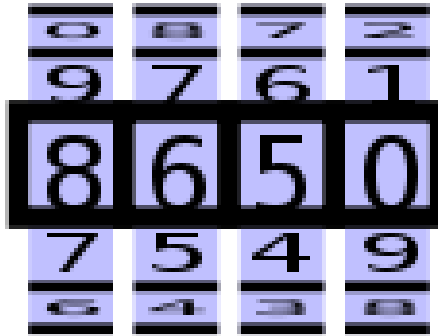
Enterprise	
1.800.426.4263	
ENTERPRISE LEASING COMPANY OF KANSAS	
3 MISSOURI CIRCLE	
KANSAS CITY, MO 64153	
(816) 464-2500	
Branch: 1012626	
Ticket: 520860 Ref: 24046	
VEHICLE	
Date: 11/16/2007 10:45 AM	
In: 11/16/2007 5:22 PM	
Vehicle: 2008 DODG CHRY 4DR	
Vehicle License: 5882-T	
TIME & DISTANCE	
10415.00/DAY -	\$15.00
REFUELING CHARGE	
2944.00/GALLON -	\$8.00
ARENA FEE:	
1084.00/DAY -	\$4.00
CONSOLIDATED FACILITY CHARGE	
1443.00/DAY -	\$3.00
TRANSPORTATION FACILITY CHARGE	
1442.00/DAY -	\$2.00
CONCESSION FEE RECOVERY	
1.1100K -	\$0.05
VEHICLE LICENSE FEE RECOVERY	
1481.18/DAY -	\$1.18
CONCESSION FEE RECOVERY	
11.1510K -	\$1.00
SALES TAX 7.9750K -	\$2.06
Total Charges: \$37.13	
Balance Due: \$37.13	

Travel Expense Report

Personally Owned Motor Vehicle



Travelers may use odometer reading or an online mapping tool* for point-to-point mileage calculations.



Mileage is reimbursed in accordance with the IRS rate.



The current IRS rate defaults for the “Mileage” Expense Type and cannot be changed.

*If using an online mapping tool and state appropriated funds are used, you must use MapQuest to calculate mileage (<http://www.mapquest.com>).



Travel Expense Report

Incidental Expenses are limited to \$5 per day. This include tips for baggage handler, valet, hotel staff, etc.

There are no limits on Business Travel Fees. These fees include passport, gasoline for rental car, and other fees or charges incurred during travel.

The Expense Type for Business Travel Fees and Incidental Expenses are the same.

Each item type should be entered on a separate line on the ER.

Foreign incidentals use the same expense types but vary in amount by location.

Travel Expense Report

The following **Expense Types** should be used on the Travel Expense Report for **current employees**:

Meals*

TR Out of State –
Meals Per Diem

TR In State – Meals
Per Diem

TR Foreign – Meals
Per Diem

Lodging

TR Out of State –
Lodging

TR In State – Lodging

TR Foreign – Lodging

Entertainment Meals**

TR – Official
Occ/Conf/Busi
Mtg

Business Travel Fees

Note: Select the appropriate Expense Type for Mileage, Parking and Transportation.

TR Out of State –
Travel Incidentals

TR In State – Travel
Incidentals

TR Foreign – Travel
Incidentals

Incidental Expenses

Note: Incidentals are limited to \$5 or less per day.

TR Out of State –
Travel Incidentals

TR In State – Travel
Incidentals

TR Foreign – Travel
Incidentals

***The Expense Type for meals should always be Per Diem if Paid by Employee; but you can claim the actual amount; which should not exceed the GSA rate. If using MyWallet charges, use Meals Actuals**

****Exception to the GSA when entertaining on behalf of the University.**

Non-Employee Expense Types

For Non-Employee Travelers, do not use In State, Out of State, and Foreign Expense Types.

Utilize **TR-Prospect Empl** and **TR-Stu/Non Empl** expense types.

TR-Prospect Empl-Airfare
TR-Prospect Empl-Lodging
TR-Prospect Empl-Lodging - Tax
TR-Prospect Empl-Meal Actuals
TR-Prospect Empl-Meal Per Diem
TR-Prospect Empl-Mileage
TR-Prospect Empl-Parking
TR-Prospect Empl-Transportation
TR-Prospect Empl-Trvl Incidentls

TR-Stu/Non Empl-Airfare
TR-Stu/Non Empl-Lodging
TR-Stu/Non Empl-Lodging - Tax
TR-Stu/Non Empl-Meals Actuals
TR-Stu/Non Empl-Meals Per Diem
TR-Stu/Non Empl-Mileage
TR-Stu/Non Empl-Parking
TR-Stu/Non Empl-Transportation
TR-Stu/Non Empl-Trvl Incidentls

Travel Expense Report

Use only one Expense Type category:

- Foreign
- In State
- Out of State

Use category associated with default location.

Create Expense Report

*Business Purpose Default

*Report Description

Reference 🔍

Comment

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description
<input type="text"/>	<ul style="list-style-type: none">TR-Foreign-AirfareTR-Foreign-LodgingTR-Foreign-Lodging - TaxTR-Foreign-Meal Per DiemTR-Foreign-Meals Actuals	<input type="text"/> 254 chara
	<ul style="list-style-type: none">TR-General-Rental CarTR-In State-AirfareTR-In State-LodgingTR-In State-Lodging - TaxTR-In State-Meal ActualsTR-In State-Meal Per Diem	
	<ul style="list-style-type: none">TR-Out of St-AirfareTR-Out of St-LodgingTR-Out of St-Lodging - TaxTR-Out of St-Meal ActualsTR-Out of St-Meals Per Diem	

Travel Expense Report

If the
traveler
received a
Cash
Advance
for the
trip...

It must be applied to the
Expense Report to reconcile
the account.

Deposit any unused funds at the
Student Accounts Office in UAB
(Room 130) to Cost Center on
the Cash Advance and GL
Account 11650

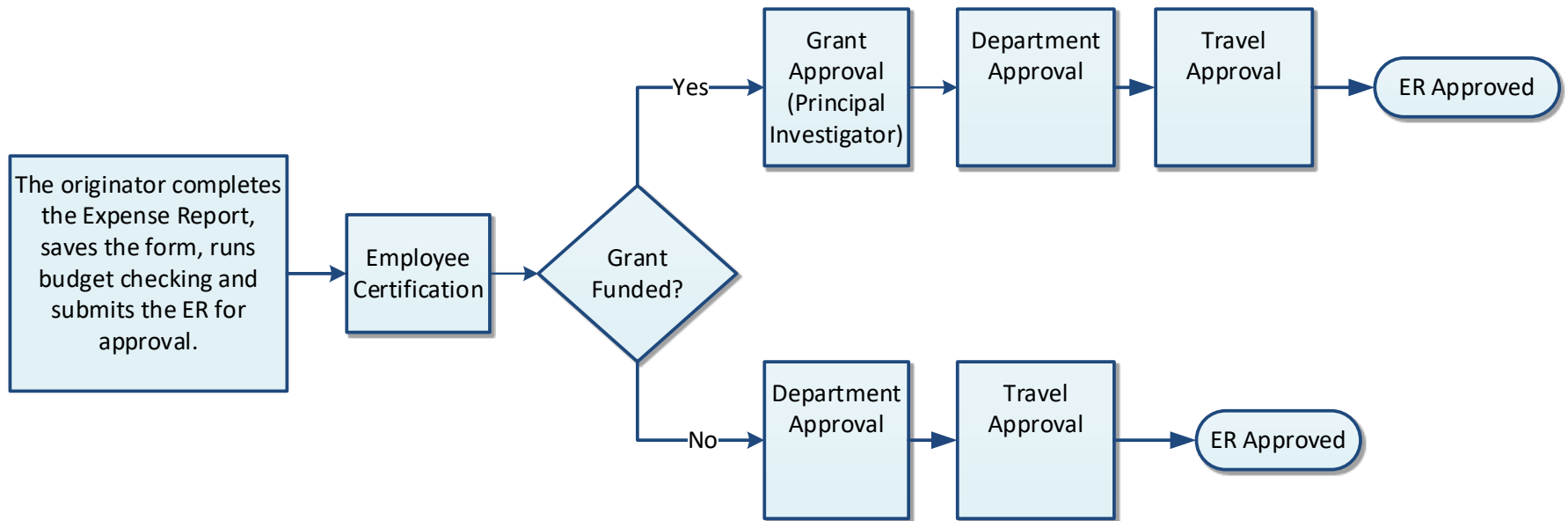
Attach a copy of the deposit slip
to the Expense Report.



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**Expense Report
Workflow Process**

Expense Report



Expense Report Exercise

Class Activity

- Create Expense Report
- Apply Cash Advance



Expense Report

Guidelines



Guideline DIS-T-GL6

- Travel Agencies and Concur – All Fund Types Guideline

Guideline DIS-T-GL3

- Contiguous United States Travel – Local Funds Only Guideline

Guideline DIS-T-GL4

- Outside Contiguous United States – All Fund Types Guideline

Guideline DIS-T-GL8

- Non-Employee Travel – Local Funds Only Guideline

Guideline DIS-T-GL7

- Transportation Options in Travel Status – All Fund Types Guideline

Guideline DIS-T-GL11

- Travel Reimbursement – Timelines & Receipting – All Fund Types Guideline



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Non-Travel Expense Report

Non-Travel Expense Report



The Expense Report is used to reimburse out-of-pocket business-related expenses.

Reimbursements will be made to employees or students for approved purchases made on behalf of the University.



Reimbursements for non-travel expenses include (but not limited to): Meals, Office Supplies, Registration Fees, and Professional Dues



Non-Travel Expense Report

Reimbursements cannot exceed \$2000 per receipt.

An original receipt is required for all reimbursements. It must display the date the goods or services were received, a description of the purchase and the cost.

Sales tax will not be reimbursed for any purchase of tangible goods; but will be reimbursed when dining in a restaurant or for catering (pickup or delivery).

Tips may be reimbursed up to a maximum of 20%.



Non-Travel Expense Report

The Official Occasion Expense form (BF-PGS-F5) is required for all meal and entertainment reimbursements.

When reimbursing membership dues, or subscriptions, a statement explaining the benefit to the University is required in the “Comment” section of the ER.

Non-Travel Expense Report

The Business Purpose and the Expense Type for Non-Travel expenses should begin with “NT”.

Location is not required on NT Expense Reports

Create Expense Report Save for Later | Home | Home

Sam Maverick ?

***Business Purpose** NT-Other (Specify) ▼

***Report Description** Rmb Bus. Expenses

Reference 🔍

Comment Reimbursement for supplies needed immediately

Default Location 🔍

📎 Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

Last Updated 04/10/2019 9:59:03AM **By**

Expenses ?

Expand All | Collapse All | **Add:** | 👛 My Wallet (0) | ⚡ Quick-Fill

		Total	48.81	USD	
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
▶ 04/08/2019 📅	NT-Printing Services ▼	Printouts - office printer non-functional 📄	Paid By Employee ▼	42.36	USD 🔍 + -
		213 characters remaining			
▼ 04/08/2019 📅	NT-Consum Office/Cmptr Suppl ▼	Markers 📄	Paid By Employee ▼	6.45	USD 🔍 + -
		247 characters remaining			
*Billing Type Expense ▼		<input checked="" type="checkbox"/> Default Rate		*Exchange Rate 1.00000000 🔄 📄	
		<input type="checkbox"/> Non-Reimbursable		Base Currency Amount 6.45 USD	
		<input type="checkbox"/> No Receipt			
▶ Accounting Details ?					
SpeedChart 🔍					

Expand All | Collapse All

Total 48.81 USD

Non-Travel Expense Report

Procedures



Housed at <https://policy.uta.edu>

Procedure BF-PGS-PR8

- Reimbursements and Payments



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Resources



Resources

- Travel Support:
 - Email: travelservices@uta.edu
 - Travel and Expenses website
- UT Share Support & Help:
 - ServiceNow
 - 817-272-2155
 - Online Chat
- Training Resources:
 - Visit Business Affairs Training and Development web page:
<https://resources.uta.edu/business-affairs/training/index.php>
 - Register for UTShare Classes
 - Join Business Affairs Listserv
 - View and/or Print UTShare Training Materials
 - Training Guides
 - Job Aid
 - PowerPoint