

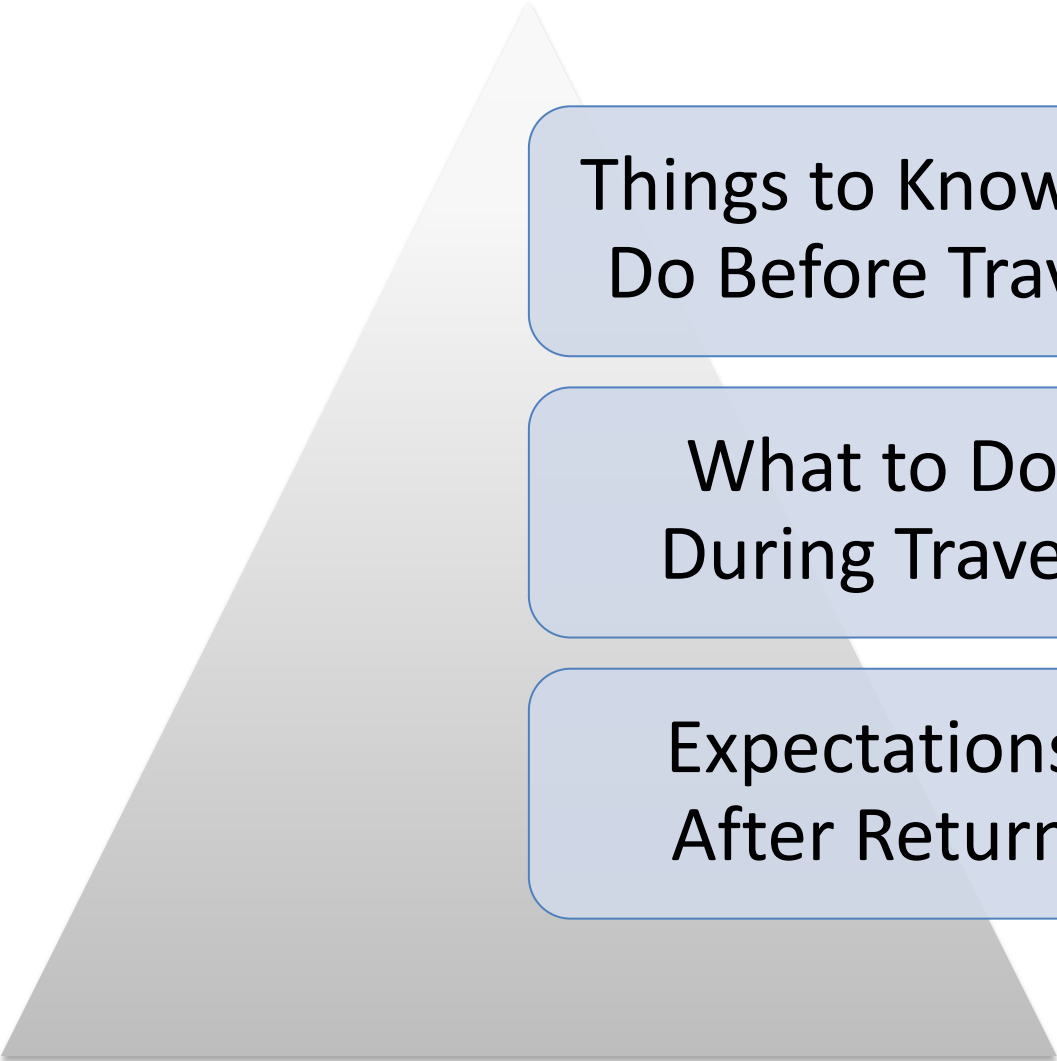


UNIVERSITY OF
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KNOWLEDGE
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How to Travel for the University

Agenda



Things to Know or
Do Before Travel

What to Do
During Travel

Expectations
After Return



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Things to Know or Do Before Travel

Before Travel

Travel Planning

University Travel must be planned to achieve the maximum savings and efficiencies. The Traveler must ensure the travel arrangements are the lowest possible considering all relevant circumstances



Procedure BF-T-PR1

*Travel Authorization, Travel Cash Advance, Travel to Washington D.C. –
Local and State Appropriated Funds*

Before Travel

Coordinate with your department

An approved Travel Authorization is required to make travel arrangements.

- Reserves estimated funds for trip
- Shows department and funding approval for trip
- Number required for Airline, Hotel, Car Rental arrangements



Procedure BF-T-PR1

*Travel Authorization, Travel Cash Advance, Travel to Washington D.C. –
Local and State Appropriated Funds*

Section I - State Appropriated Funds vs. Local Funds

Section II - Travel Authorization

Before Travel

Only use approved Travel Agencies and online portals

- Corporate Travel Planners (CTP)
 - Concur Website
 - Anthony Travel Inc. (ATI)
- Arrangements made outside of these agencies require prior approval from the AVP of Business Affairs and the Controller to be reimbursed.



NOTE: Seat upgrades from economy class are reimbursable with an approved accommodation from Human Resources per Procedure HR-E-PR-19

Before Travel

Travel Authorizations not required for Non-Overnight or travel in Designated Headquarters.

- No overnight stay
- No rental car
- No airline ticket



Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel - Local Funds Only
Section VI - Non-Overnight/Designated Headquarters Travel

Procedure BF-T-PR5

Transportation Options in Travel Status
Section II – Personally Owned Motor Vehicle

NOTE: If destination is more than 5 hours from designated headquarters and **claiming mileage for personal vehicle**, a cost comparison between the different modes of transportation must be completed and attached to the expense report.

Designated Headquarters is the area within a 25-mile* radius of the city in which a state employee's place of employment is located. Please keep in mind UTA has multiple campuses throughout the state of Texas and beyond.

*25-mile radius is based on the location where the traveler primarily offices.

Before Travel

Alternate Airfare

When traveler's find the exact airfare at a savings of \$100 or more compared to Corporate Travel Planners (CTP), Anthony Travel Inc. (ATI), or Concur, the alternative airfare will be reviewed by an Exception. This must be submitted prior to the trip using the [Business Affairs Exception Tracker](#).

Required documentation:

- Alternate Airfare Request form (BF-T-F9)
- An email from CTP or ATI confirming inability to price match

Note: This is not allowed for federally funded travel seeking discounted airfare on a foreign carrier per the Fly America Act.

Procedure BF-T-PR5

Transportation Options in Travel Status
Section I – Airfare/Air Travel

Before Travel

Travel to Washington, D.C.

If traveling to Washington D.C, using state appropriated funds, to spend or obtain federal funds or impact federal policy, the traveler must inform the Office of Federal-State Relations.

1. Go to the OSFR website (<https://gov.texas.gov/organization/osfr>)
2. Click “State Funded Travel to DC”
3. Download, print and fill out the State-Funded Travel to DC Form
4. Email form to OSFR@gov.texas.gov

Procedure BF-T-PR1

Travel Authorizations, Travel Cash Advance, Travel to Washington D.C – Local and State Appropriated Funds

Section III - Washington, D.C. Travel – State Funds Only



Before Travel

International Travel Using State Funds

If traveling internationally using state funds*, travel authorization must be pre-approved by a designee authorized by the President of the University.

- Provost and VP of Academic Affairs- Faculty
- VP of Human Resources- Staff

*A state-funded account will have a fund code of 21XX.



Procedure BF-T-PR2

International Travel – Local and State Appropriated Funds

Section I – Pre-Travel Authorization using State

Appropriated Funds

Before Travel

Traveling to Countries of High Risk

Travel to locations on the travel advisory list is prohibited unless an exemption is approved by the UTA International Oversight Committee (IOC) includes travel to locations where there is:

- Level 3 or Level 4 U.S. State Department travel advisory
- Center for Disease Control Warning Level 3 or Covid Warning Level 4
- The IOC has deemed significant health, safety, or security risks are present

If a country is listed on the U.S. State Department Travel Warning list prior to travel:

Travel will be automatically suspended pending UTA IOC review.

If travel is in progress when a country is added to the warning list:

UTA IOC will review and determine whether a threat is imminent, and travelers should be recalled.

Contact UTA IOC chairman Jay Horn (horn@uta.edu) for exemptions

Procedure BF-T-PR2

International Travel – Local and State Appropriated Funds

Section III - Approval for Travel to areas of High Risk

Before Travel

On Call International

On Call International responds to calls for help and advice from travelers, managing the simplest task such as doctor referral to the most complex emergency evaluation and assistance.

Registration with On Call is required for faculty, staff, students, and official guest or volunteers travelling internationally prior to travel.

- » When booking travel, CTP, ATI, and Concur automatically transmit traveler's information to On Call
- » On Call will send information, security alerts, and medical alerts as soon as travel is booked

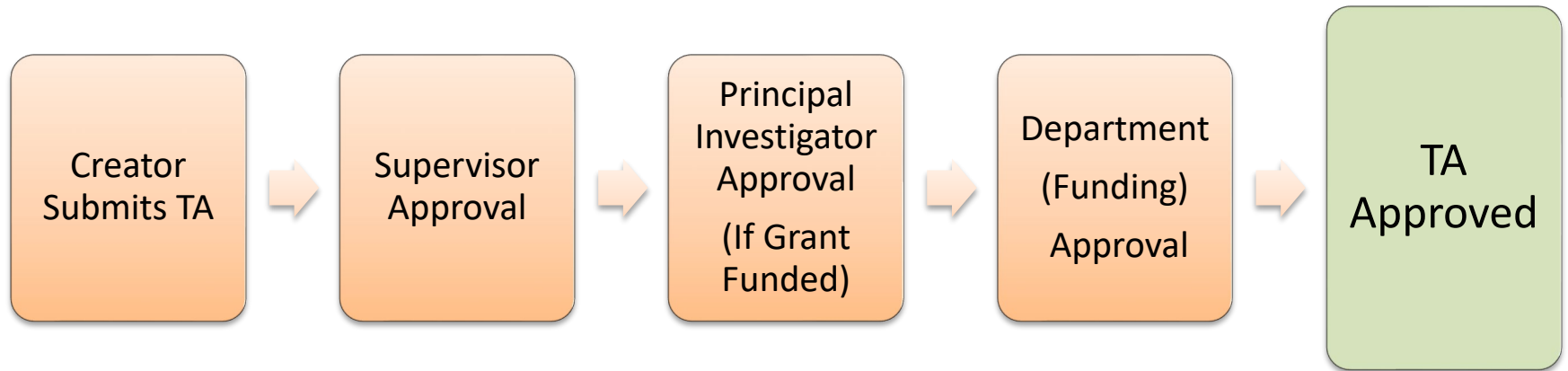
If traveler has obtained permission to not use CTP or Anthony Travel, the traveler must send their itinerary directly to On Call.

(trips@oncallinternational.com)

Procedure BF-T-PR2

International Travel – Local and State Appropriated Funds
Section IV – International SOS Registration

Travel Authorization Workflow



Before Travel

Cash Advance

A cash advance is available for a traveler on official UTA business. It is a promissory note and must be acknowledged as such by the traveler via UTShare Employee Certification.

Requirements:

- Minimum request of \$100
- Destination is remote, extended stay, or student groups sponsored by faculty/staff
- Financial hardship
- The amount requested on the cash advance must be less than or equal to the amount encumbered on the Travel Authorization

Not granted when:

- Travel does not require an overnight stay
- There is an outstanding cash advance
- Traveler is a non-employee or prospective employee



Before Travel

Cash Advance Reconciliation

Unused funds must be repaid back to the University within 30 calendar days of last day of travel.

- Future requests for cash advances may be denied if not repaid
- After 60 calendar days of last day of travel and non-repayment, the entire amount of the cash advances are taxable
- After 120 calendar days of the last day of travel and non-repayment, the entire amount of the cash advance will be charged to the department.

Cash Advance Workflow



Before Travel Recap

- Obtain an Approved Travel Authorization
- Use the indicated travel agencies for arrangements
- Travel to Washington, D.C., or to a foreign country require extra steps
- A cash advance may be requested and used according to UTA policy



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What to Do During Travel

During Travel



Hotels

Car rentals

Meals

Miscellaneous Business Expenses/Incidentals

Conferences

Converting Currency (Foreign Travel)

Things to Watch

Hotels

- Foreign Hotels are reimbursed for actuals up to the Department of Defense Travel Management Office rates
- Domestic Hotels are reimbursed for actuals not to exceed the GSA Federal Per Diem
 - Request Government Rates from the Hotel
 - Actual cost cannot exceed the total of the combined per diem for the number of designated nights
 - If in Texas, Texas Hotel Occupancy Tax Exemption Form
 - When two or more University travelers share lodging, they may not exceed the combined per person GSA lodging rate for that location

– Itemized Invoice

- Broken down by day
- Taxes clearly stated

Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only

Section IV – Lodging

Procedure BF-T-PR2

International Travel - Local and State Appropriated Funds

Section V – Meals, Incidentals and Lodging – Local Funds Only

Hotels

Reimbursable

- Conference Lodging
 - Conference Lodging requires supporting documents showing the hotel is a conference-affiliated hotel (**Local Funds Only**).
 - If a traveler uses non-conference affiliated lodging, they can be reimbursed for actuals that are at or below the documented conference hotel rate, regardless of the GSA federal per diem rate (**Local Funds Only**).
- Within the employee's designated headquarters only when the expenses are connected with training, a seminar, or a conference.

Not Reimbursable

- Telephone charges
- Movie Rentals
- If in Texas, state hotel taxes

NOTE: Hotel Booking Confirmations are not sufficient documentation for reimbursement. Must have confirmation of STAY. Online paid invoice only shows proof of payment.

Procedure BF-T-PR3

*Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S.
Travel – Local Funds Only
Section IV – Lodging*

Car Rentals

Must have number of approved Travel Authorization prior to booking.

Direct billed to University if booked with CTP, ATI, or CONCUR

Can be booked directly with rental agency

Contracted Vendors and vendor rate identifiers are required to be used.

- Avis/Budget
- Enterprise/National
- Hertz



UTA contracted rental rates include Collision Damage Waiver.

University will not reimburse other insurance coverage items or extra car features
(GPS navigation systems, child booster seats, etc.)

If higher rate is charged than Contracted Vendor Rates, traveler may not be reimbursed for higher rates and or taxes.

In the State of Texas:

Provide the [Motor Vehicle Rental Exemption Certificate](#) to prevent taxes being charged

Procedure BF-T-PR8

Travel Agencies and Concur

Procedure BF-T-PR5

*Transportation Options in Travel Status
Section IV – Car Rental*

Car Rentals

Travelers will not be reimbursed for fuel charges incurred by the rental company when not returning the vehicle full of fuel or prepays at vehicle pickup.

Rental Car fuel charges are only reimbursed when the traveler pays for the fuel out of pocket, not through the rental company, and has an original receipt.

Meals

Foreign Travel State Funds

- Travel Meals are reimbursed based on the Defense Travel Management Office Per Diem Rates (DOD) per diem rates according to location.
- Each Expense Report must have attached a screenshot of the DOD Per Diem Rates for the travel location.

Foreign Travel Local Funds

- Travel Meals are reimbursed based on the Defense Travel Management Office per diem rates according to location.
- If Meal actual expenses exceed DOD per diem, all receipts for that day are required in order to reimburse. If less than per diem, receipts are not required.
- Use of DOD rates is not a per diem. Actual meal expense need to be claimed regardless of funding source.

Domestic Travel State Funds

- Travel Meals are reimbursed for actuals up to the maximum GSA rate per location.
- This is not a per diem but no receipts are required.
- Each Expense Report must have attached a screenshot of the GSA Per Diem Rates for the travel location.

Domestic Travel Local Funds

- Travel Meals are reimbursed based on General Services Administration ([GSA](#)) [per diem](#) rates according to location
- Departments can invoke an actual meal policy but the amount reimbursed cannot exceed the GSA Per Diem Rates for that location
- Each Expense Report must have attached a screenshot of the GSA Per Diem Rates for the travel location. This rate includes tax and tip.
- Receipts are not required.

Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only
Section III – Meals and Incidental Expenses (M&IE) Per Diem

Procedure BF-T-PR10

Travel Using State Appropriated Funds

Section II – Using State Appropriated Funds for Travel

Procedure BF-T-PR2

International Travel - Local and State Appropriated Funds

Section V – Meals, Incidentals and Lodging – Local Funds

Section VI – Meals, Incidentals and Lodging – State Funds

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 work day) or residence (if a weekend).

Departure Time	Breakfast	Lunch	Dinner	Per Diem Proration
Before 9:00am	Y	Y	Y	100%
Between 9:00am and 1:00pm	N	Y	Y	75%
Between 1:00pm and 6:00pm	N	N	Y	35%
After 6:00pm	N	N	N	0%

Procedure BF-T-PR3

*Meals, Lodging, and Misc. Travel Expenses for
Contiguous U.S. Travel - Local Funds Only
Section III – Meals and Incidental Expenses*

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 work day) or residence (if a weekend).

Return Time	Breakfast	Lunch	Dinner	Per Diem Proration
After 6:00pm	Y	Y	Y	100%
Between 1:00pm and 6:00pm	Y	Y	N	75%
Between 9:00am and 1:00pm	Y	N	N	35%
Before 9:00am	N	N	N	0%

Procedure BF-T-PR3

Meals, Lodging, Travel, Expenses and Other Fees for Travel for State Appropriated and Local Funds
Section III – Meals and Incidental Expenses

Meals

If meals included with conference registration (meal listed on conference agenda)

- One meal provided: Per diem prorated to 75%
- Two meals provided: Per diem prorated to 35%

There are no meal reimbursements made during non-overnight travel or in designated headquarters.

Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only

Section III – Meals and Incidental Expenses (M&IE) Per Diem

Section VI – Non-Overnight/Designated Headquarters Travel

Meals

Terms on a conference agenda that are considered a meal include, but are not limited to:

- Breakfast
- Continental Breakfast
- Lunch
- Dinner
- Gala
- Banquet
- Meal
- Brunch

Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only

Section III – Meals and Incidental Expenses (M&IE) Per Diem

Section VI – Non-Overnight/Designated Headquarters Travel

Meals

Business/Entertainment Meals in travel status on Local funds only:

- Expenditures allowed in order to entertain and conduct business with a customer or client and the traveler.
- Only actuals will be reimbursed.
- Will require an itemized receipt as documentation along with [Official Occasion Expense Form](#).
- Sales tax and a tip (max 20%) can be added to the total of the meal

Alcohol – Reimbursement only allowed for Business/Entertainment meals.

Cannot pay for alcohol with funding from student tuition or state appropriations.

Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only

Section IV – Lodging

Procedure BF-T-PR2

International Travel - Local and State Appropriated Funds

Section V – Meals, Incidentals and Lodging – Local Funds Only

Incidentals

For Domestic Travel, Incidentals are gratuity to baggage handlers, valets, hotel staff, etc.

Allowed up to \$5 per day, but no receipt is required



Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only

Section V - Miscellaneous Business Travel Fees and Incidental Expenses

Incidentals

For International Travel using Local Funds, Incidentals are limited to gratuity to baggage handlers, valets, hotel staff, ATM fees, cash advance fees cleaning/laundry expenses if traveling more than 5 consecutive days

Allowed up to the DOD rate for incidentals for the location of stay per day, but no receipt is required



Misc. Business Expenses or Fees

Overnight Foreign expenses and fees can be incurred while in travel status

- These fees, if allowable, will be reimbursed with receipt.

Overnight Domestic expenses and fees can be incurred while in travel status (requires receipt)

Non-Overnight expenses and fees can be incurred while in travel status (requires receipt)

- Parking
- Conference Registration

This is a partial list of allowable expenses/fees

- Registration Fees
- Membership dues/fees
- Visas for foreign travel
- Inoculations
- Parking – Hotel, airport, etc.
- Toll charges
- Transportation – bus, subway, taxi, etc.
- Laundry (when traveling for 5 or more consecutive days)

This is a list of non-allowed expenses

- Gas for personal autos
- Excess baggage fees
- Personal expenses such as tours, sporting events, etc.
- All expenses for personal day such as hotel, parking, rental car, and etc.
- Costs associated with airfare seat upgrades from Economy class



Procedure BF-T-PR3

Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel – Local Funds Only

Section V - Miscellaneous Business Travel Fees and Incidental Expenses

Procedure BF-T-PR2

International Travel - Local and State Appropriated Funds Section V – Meals, Incidentals and Lodging – Local Funds Only

Only

Mileage

Mileage for personal vehicle is reimbursable.

Odometer reading using the UTA Non-Overnight Mileage Detailed Report or Online mapping services like MapQuest are used to calculate miles to be reimbursed.

- Reimbursed in accordance to GSA Mileage Reimbursement Rate
- On a workday, mileage must begin and end at the employee's designated headquarters
 - Exception: where cost of mileage from the employee's residence is less than or equal to travel from headquarters
- For monthly mileage, it is preferred that the Non-Overnight Mileage Detailed Report (BF-F3) is used.

Procedure BF-T-PR3, Meals, Lodging, and Misc. Travel Expenses for Contiguous U.S. Travel - Local Funds Only

Section VIII – Non-Overnight/Designated Headquarters Travel

Procedure BF-T-PR5

Transportation Options in Travel Status

Section II – Personally Owned Motor Vehicle



Mileage

Travel Cost Comparison Analysis

If requesting reimbursement of mileage when driving time is more than 5 hours one way from the employee's designated headquarters, a cost comparison is required.

Must be completed prior to travel

Must show the cost of all modes of transportation

- Airfare with car rental (from one of UTA's approved travel agencies)
- Airfare without car rental (from one of UTA's approved travel agencies)
- Total mileage, round trip, for personal vehicle
- any other transportation means available

**Reimbursement allowed
up to the cost of the
most cost-effective mode
of transportation.**

Procedure BF-T-PR5

Transportation Options in Travel Status

Section II – Personally Owned Motor Vehicle

Conferences

When incurring travel expenses associated with attending a conference, an agenda from the conference must be attached to the Expense Report.

Start Time	Track 1 - Room: Gwithian	Track 2 - Room: Fistral	Track 3 - Room: Sidmouth	Track 4 - Room: Saunton
08:00 AM	<p>Jen Stirrup</p> <p>The Accidental Business Intelligence Project Manager</p> <p>Level: Beginner</p> <p>Download</p>	<p>Rob Sewell</p> <p>PowerShell Box of Tricks</p> <p>Level: Beginner</p> <p>Download</p>	<p>David Williams</p> <p>SQL Server 2014 New Features (not Hekaton!)</p> <p>Level: Beginner</p>	<p>Ian Meade</p> <p>Dynamic code for efficient searching</p> <p>Level: Intermediate</p>
09:00 AM	<p>Keynote Speaker</p> <p>Keynote</p> <p>Level: Non-Technical</p>	<p>Keynote Speaker</p> <p>Keynote</p> <p>Level: Non-Technical</p>	<p>Keynote Speaker</p> <p>Keynote</p> <p>Level: Non-Technical</p>	<p>Keynote Speaker</p> <p>Keynote</p> <p>Level: Non-Technical</p>
09:25 AM	<p>Stacia Misner</p> <p>Reduce, Reuse, Recycle: Automating Your BI Framework</p> <p>Level: Intermediate</p>	<p>André Kamman</p> <p>SQL Server 2014 and Azure SQL DB - The Road Ahead</p> <p>Level: Beginner</p>	<p>Hugo Kornells</p> <p>Powerful T-SQL Improvements that Reduce Query Complexity</p> <p>Level: Intermediate</p> <p>Download</p>	<p>Satya (SQLMaster) Shyam Jayanty</p> <p>Let's cook 'best SQL Server DBA practices'</p> <p>Level: Intermediate</p>
10:45 AM	<p>Dave Ballantyne</p> <p>Query Optimizer internals</p> <p>Level: Advanced</p> <p>Download</p>	<p>Stuart Moore</p> <p>PowerShell for the curious SQL Server DBA</p> <p>Level: Intermediate</p> <p>Download</p>	<p>Emil Glowia</p> <p>How to become a BI Developer?</p> <p>Level: Beginner</p>	<p>William Durkin</p> <p>SQL Server Consolidation - Resistance is Futile</p> <p>Level: Intermediate</p> <p>Download</p>
11:45 AM	<p>Neil Hambly</p>	<p>Stuart Moore</p>	<p>Richard Munn</p>	<p>André Kamman</p>

Converting Currency

For Foreign Travel, all receipts must be entered in U.S. Dollars.

www.oanda.com/currency/converter

Date of conversion must be the date money exchanged hands (date the of the charge).

A copy of the traveler's credit card statement may be used showing the billing in U.S. Dollars.

It is helpful if receipts are interpreted, making a note of the total paid and stating the reason for the expense.

Cancelation or Change Charges

- Cancelation or Change Charges are reimbursable only when incurred in conjunction with an illness, personal emergency or University recall
- “No Shows” due to personal reasons are not reimbursable
- These charges only reimbursable after the approval of the Associate Vice President for Business Affairs and Controller

Things to Watch

Domestic Travel



Personal travel should not be mixed with business.

The University will not reimburse costs incurred that are not business related.



Gas is only reimbursable for rental cars if the fuel charge is paid out of pocket by the traveler and not charged by the rental company.



All meals should be coded to per diem even if paying actuals up to GSA rate.



Non-Overnight/Designated Headquarters Travel does not need a Travel Authorization, in most cases.



There are no reimbursements made for meals that occur during non-overnight travel or in designated headquarters.



When sharing a hotel room or other expense with another employee, make sure the invoice is paid by the person whose name is on the bill. If the expense is shared but paid by one employee, a signed statement from the other traveler stating they will not be seeking reimbursement is needed.

Things to Watch

Foreign Travel

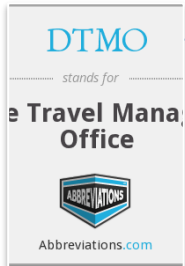


Personal travel should not be mixed with business.

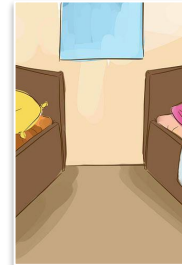
The University may not reimburse you for costs incurred that are not business related



Gas is only reimbursable for rental cars if the fuel charge is paid out of pocket by the traveler and not charged by the rental company.



All meals should be coded to per diem even if paying actuals exceeding the DOD rate.



When sharing a hotel room or other expense with another employee, make sure the invoice is paid by the person whose name is on the bill. If the expense is shared but paid by one employee, a signed statement from the other traveler stating they will not be seeking reimbursement is needed.

Combining Personal and Business

If a traveler combines personal travel with official university business travel, the traveler is only allowed reimbursement for meals, lodging or car rental that occurred on official business days.

A cost comparison between the actual business travel and the personal travel must be completed prior to the start of travel.

Airfare and rental car comparisons must come from one of the University's contracted Travel (CTP or ATI) and Rental agencies (Enterprise, National, Avis, Budget, or Hertz.)

NOTE: The traveler must refuel the rental car at the conclusion of official university business, and prior to the start of personal usage. If this is not done, the traveler might not be reimbursed all fuel expenses related to car rental.

Combining Personal and Business

Must document and provide time and day personal and business begin and end.

Costs for personal day must be repaid and or can not be reimbursed.

- car rental
- fuel
- hotel & parking
- mileage
- meals



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Expectations After Return

After Travel



Timing of Submission

Cash Advance Reconciliation

When to Expect Reimbursement

Paperwork

UTShare Expense Report Workflow

Timing of Submission

Every effort should be made to submit your expenses for reimbursement as soon as possible after incurring the costs in order to eliminate any confusion that might occur due to lost receipts, invalid chartfields, unavailable funds, or reporting periods.



Submission Timeline



Important Notes

- Travelers that have a fully approved Travel Authorization, their travel ended over **30 calendar 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.**

Procedure **BF-T-PR6**, *Travel Reimbursement – Timelines and Receipting*
Section III – Submission
Timeline of Expense Reports

Tax Penalty

Error Free Expense Reports submitted to the Office of Disbursements for review that are more than sixty (60) days after the last day of travel will be subject to income and employment taxes.

The department will be required to pay the employer's portion of the tax.



Timing of Submission

Submission Timeline of Cash Advance Repayment

All unused funds related to a travel cash advance must be repaid and deposited (by the traveler or the department) at Student Accounts Office

no later than 30 calendar days after the last day of travel.

Travelers that reconcile unused travel cash advance funds **more than 60 calendar days after the last day of travel the entire cash advance amount will be subject to income and employment taxes.** Departments will be required to pay the employer's portion of the tax. After 120 calendar days, the amount of the travel cash advance is charged to the department if not reconciled.



Procedure BF-T-PR1

*Travel Authorizations, Travel Cash Advance, Travel to Washington D.C. – Local and State Appropriated Funds
Section V – Cash Advance for Travel*

Procedure BF-T-PR6

Travel Reimbursement - Timelines and Receipting

Paperwork

Legible receipts are important.

When receipts are required, Office of Disbursements must be able to read the receipt to reimburse the expense.



Reimbursement

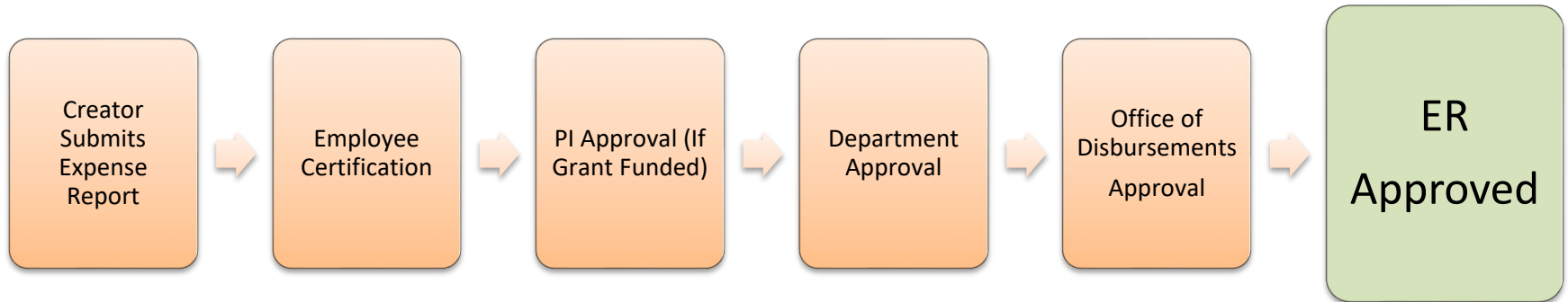
Correct paperwork and allowable and appropriate travel expenses are key to timely reimbursement

- Issues can cause serious delays by the Office of Disbursements
- The faster errors are corrected, the faster the reimbursement is approved
- Allow at least 15 calendar days* to process expense reports after submittal to the Office of Disbursements



*Timely approval prior to reaching Office of Disbursements Approval is important to meet this timeframe.

Expense Report Workflow



After Return Recap

- Expense reports are within 60 calendar days of last day of travel
- Expense reports and Cash Advances are taxable after the 60th calendar day after the last day of travel
- Cash Advance repayments are due 30 calendar days of last day of travel
- “Error-Free” expense reports have correct and complete expenses, paperwork, and receipts
- Allow at least 15 calendar days after error-free expense report are received by the Office of Disbursements