

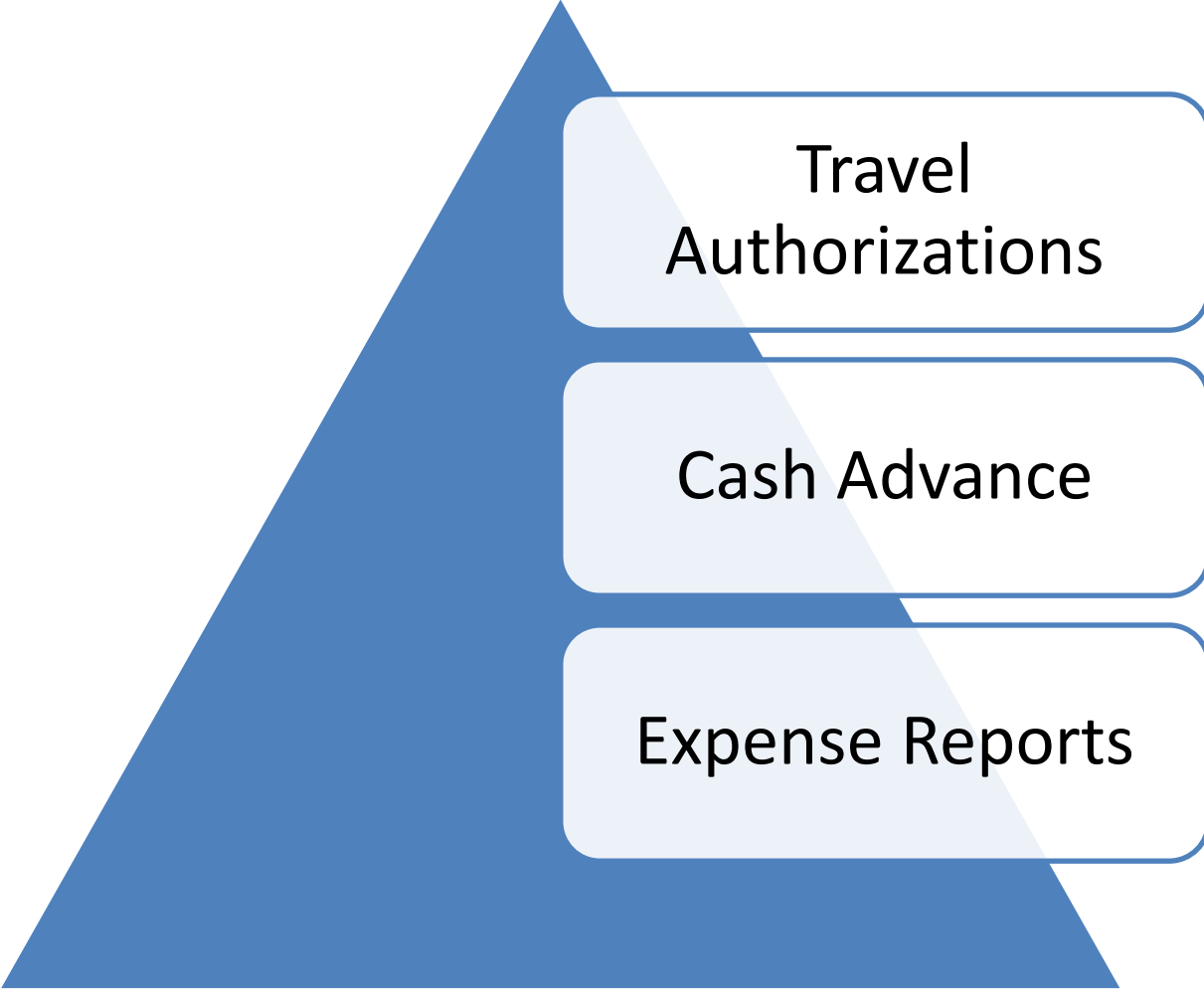


# Knowledge Services

OFFICE OF LEARNING AND COMMUNICATION

## Travel & Expenses

# Training Topics

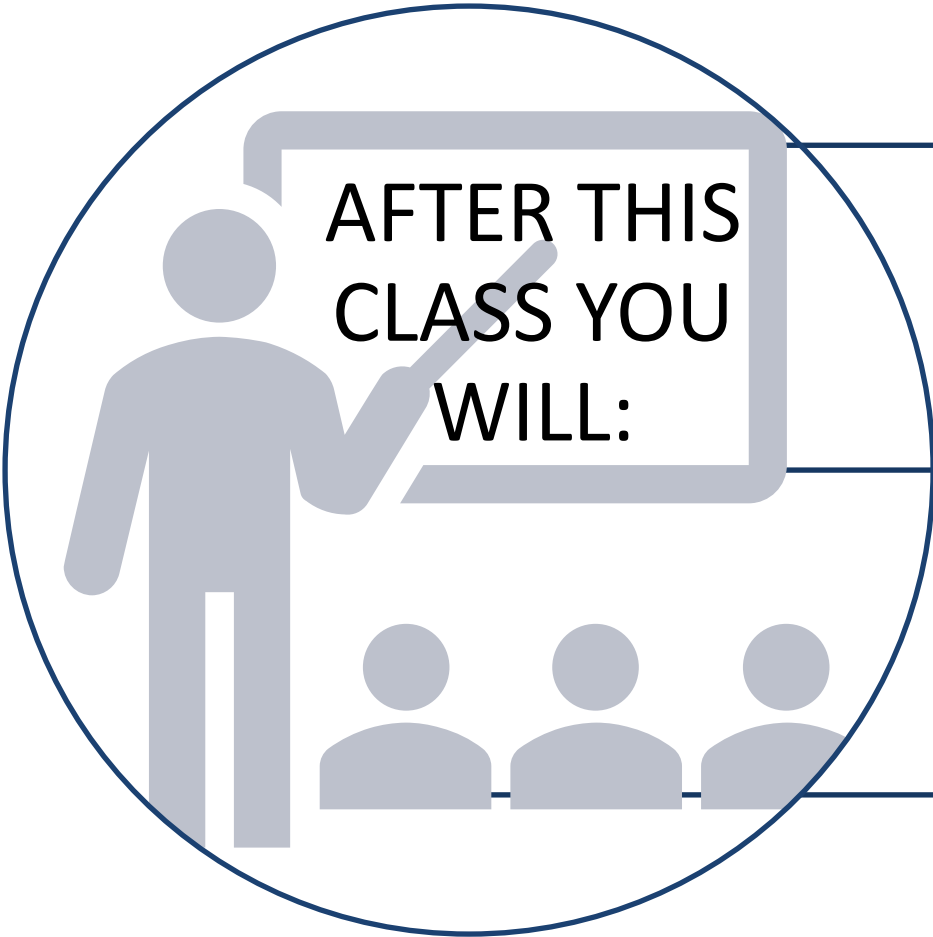


Travel  
Authorizations

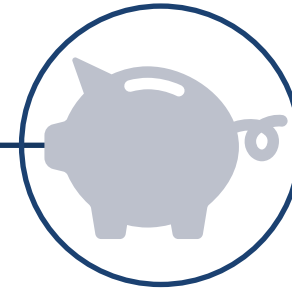
Cash Advance

Expense Reports

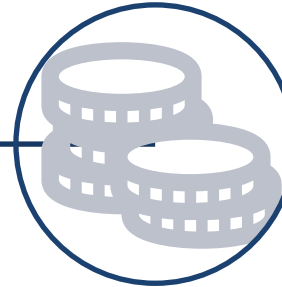
# Learning Objectives



AFTER THIS  
CLASS YOU  
WILL:



BE ABLE TO  
IDENTIFY  
TRAVEL  
FUNDING  
INFORMATION



BE ABLE  
TO APPLY  
COMMON  
TRAVEL  
RULES



BE ABLE  
CREATE  
TRAVEL  
DOCUMENTS



**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

# Travel Authorization

# Travel Authorization

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

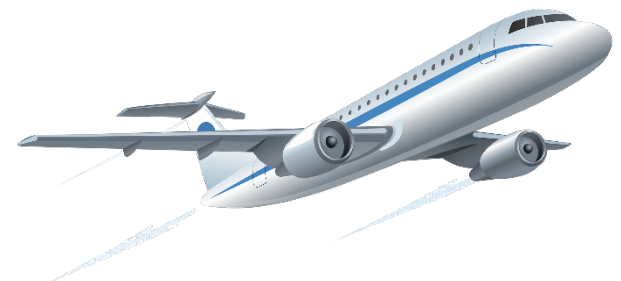


Before the trip occurs, a fully approved Travel Authorization(TA) is required before all business travel.



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

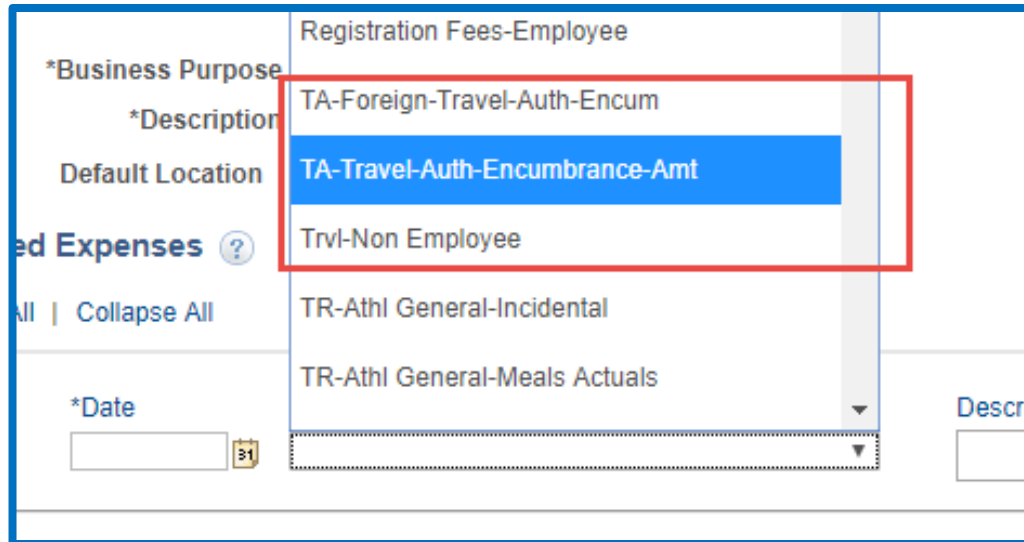
Change or Release TA encumbrance

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 a list of expense types. The menu items are: Registration Fees-Employee, TA-Foreign-Travel-Auth-Encum, TA-Travel-Auth-Encumbrance-Amt (highlighted in blue), Trvl-Non Employee, TR-Athl General-Incidental, and TR-Athl General-Meals Actuals. The form fields visible include \*Business Purpose, \*Description, Default Location, \*Date, and a field for Description.

### 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

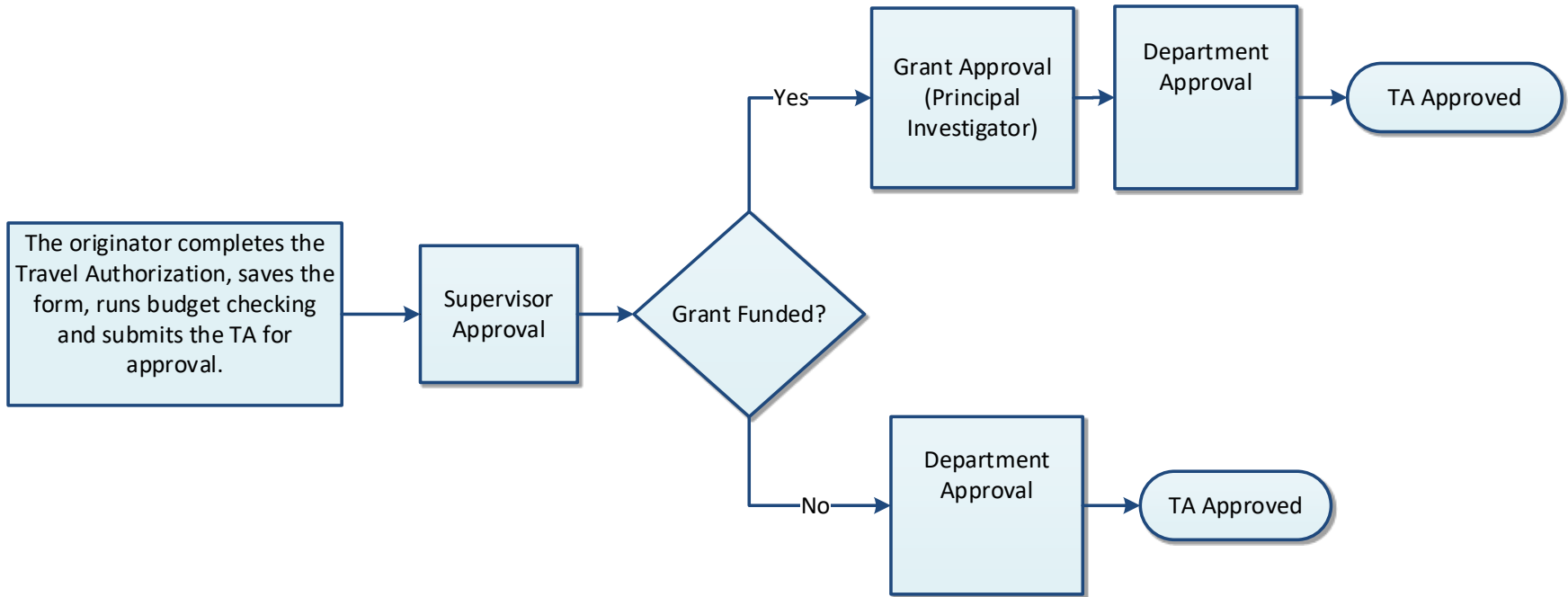
ChartField  
Values to be  
Encumbered



**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

# **Travel Authorization Workflow Process**

# Travel Authorization



# Travel Authorization Exercise

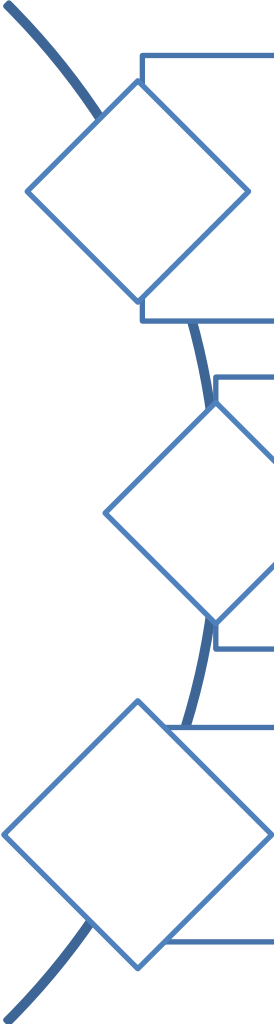
## Class Activity

- Create Travel Authorization



# Travel Authorization

## Procedures



Policies, Procedures and Official University forms are located at: <https://policy.uta.edu/>

### **Procedure BF-T-PR1**

- Travel Authorization and Obtain Permission to Travel

### **Procedure BF-T-PR8**

- Travel Agencies, Airfare, Car Rentals and Hotels





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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

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

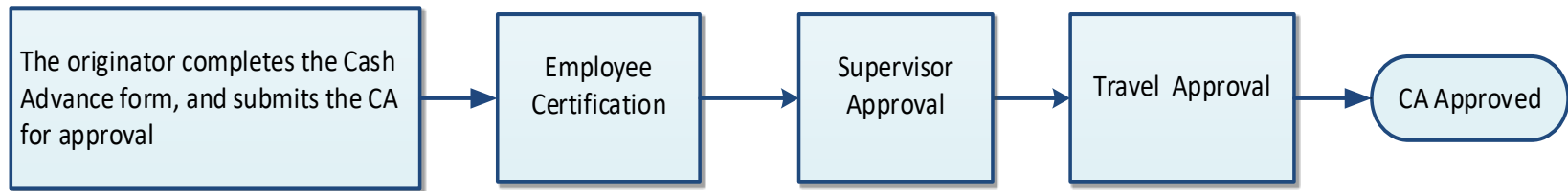
Cash Advance is charged to the traveler's department



**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

**Cash Advance  
Workflow Process**

# Cash Advance



# Cash Advance Exercise

## Class Activity

- Create Cash Advance





# Cash Advance

## Procedures



### Procedure BF-T-PR1

#### Section V

- Cash Advance



**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

# 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

...Populate From

A Template

A Travel Authorization

An Existing Report

Entries from My Wallet

### Expenses ?

Expand All | Collapse All Add: |  |

\*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.

Create Expense Report

Sam Maverick ?

\*Business Purpose

\*Report Description

Reference  

Comment

Expenses ?

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](http://www.oanda.com/currency/converter)\*



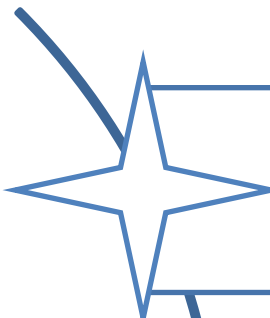
Travel reimbursements are issued to the traveler based on how they are setup to receive their paycheck (e.g. Direct Deposit or Check).

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

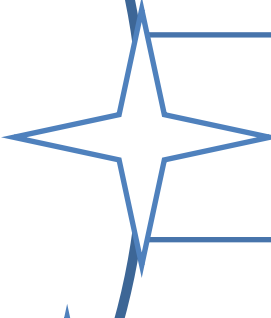


# Travel Expense Report


## Meals and Lodging



In State and Out of State travel rates are available from the General Services Administration (GSA) website ([www.gsa.gov/perdiem](http://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](http://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 <a href="#">i</a>	County <a href="#">i</a>	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	<input type="text" value="74.00"/>
02/06/2023 	TR-Out of St-Travel Incidental 	*travel incidental allowance  227 characters remaining	<input type="text" value="5.00"/>

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

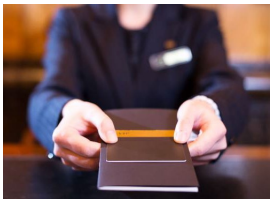
# Travel Expense Report - Lodging



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 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.

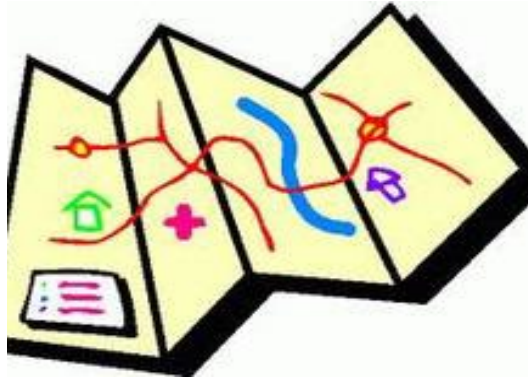
Fuel charges incurred by the rental company when not returning the vehicle full of fuel is not reimbursable.

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

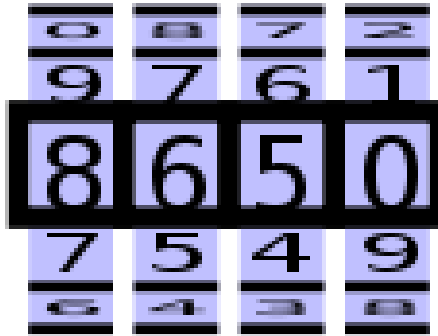
Enterprise	
1.800.426.4263	
ENTERPRISE LEASING COMPANY OF KANSAS	
3 MISSOURI CIRCLE	
KANSAS CITY, MO 64153	
(816) 464-2500	
Branch: 1012626	
Ticket: 520860 Ref: 24046	
VEITH ERICH	
Out: 11/16/2007 10:45 AM	
In: 11/16/2007 5:22 PM	
Vehicle: 2008 DODG CHRY 4DR	
Vehicle License: 5882-T	
TIME & DISTANCE	
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"><li>TR-Foreign-Airfare</li><li>TR-Foreign-Lodging</li><li>TR-Foreign-Lodging - Tax</li><li>TR-Foreign-Meal Per Diem</li><li>TR-Foreign-Meals Actuals</li></ul>	<input type="text"/> 254 chara
	<ul style="list-style-type: none"><li>TR-General-Rental Car</li><li>TR-In State-Airfare</li><li>TR-In State-Lodging</li><li>TR-In State-Lodging - Tax</li><li>TR-In State-Meal Actuals</li><li>TR-In State-Meal Per Diem</li></ul>	
	<ul style="list-style-type: none"><li>TR-Out of St-Airfare</li><li>TR-Out of St-Lodging</li><li>TR-Out of St-Lodging - Tax</li><li>TR-Out of St-Meal Actuals</li><li>TR-Out of St-Meals Per Diem</li></ul>	

# 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.

---

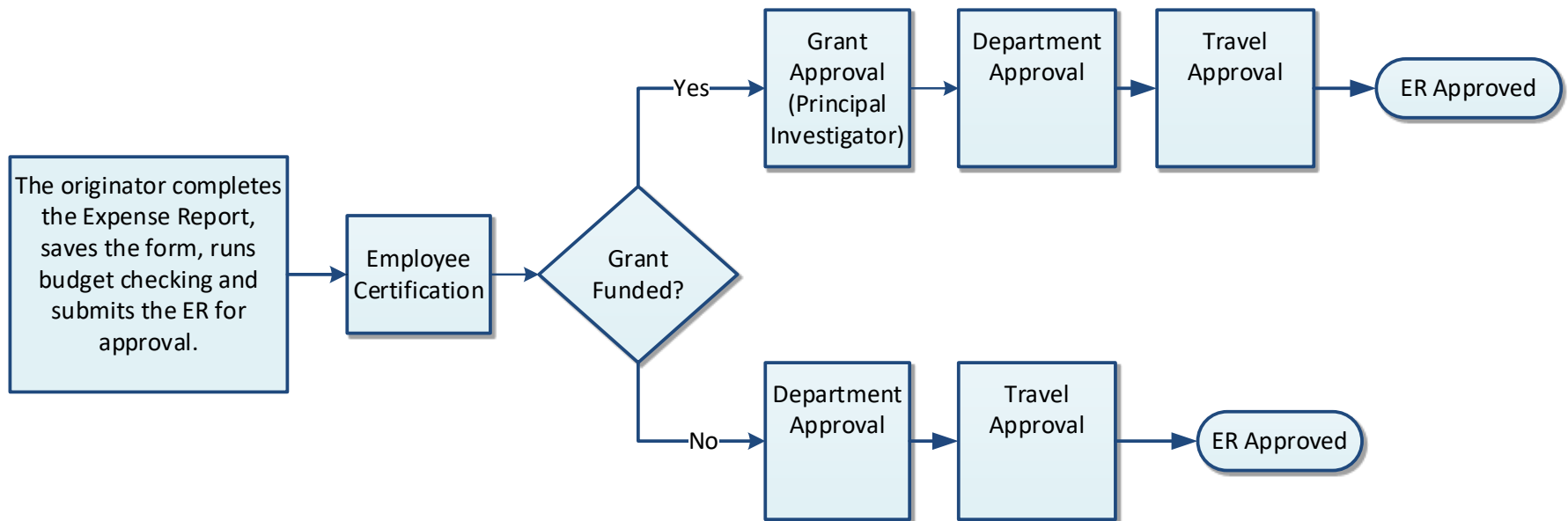


**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

**Expense Report  
Workflow Process**



# Expense Report



# Expense Report Exercise

## Class Activity

- Create Expense Report
- Apply Cash Advance



# Expense Report

## Procedures



**Procedure BF-T-PR8**

- Travel Services – Travel Agencies, Airfare, Car Rentals and Hotels

**Procedures BF-T-PR2**

- International Travel

**Procedures BF-T-PR3**

- Meals, Lodging, Incidental Expenses and Other Fees for Travel for State and Local

**Procedures BF-T-PR7 / PR4**

- Travel for Person other than Faculty and Staff

**Procedure BF-T-PR5**

- Transportation (including personally owned motor vehicles)

**Procedure BF-T-PR6**

- Completing Required Documentation for Travel Reimbursements



**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

# 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**

**Budget Information**

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

**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 <span>?</span>	NT-Printing Services	*Printouts - office printer non-functional <span>?</span> 213 characters remaining	Paid By Employee	42.36	USD <span>?</span> <span>+</span> <span>-</span>
04/08/2019 <span>?</span>	NT-Consum Office/Cmptr Suppl	*Markers <span>?</span> 247 characters remaining	Paid By Employee	6.45	USD <span>?</span> <span>+</span> <span>-</span>

**\*Billing Type** Expense

**\*Exchange Rate** 1.00000000 ? ?

**Base Currency Amount** 6.45 USD

Default Rate

Non-Reimbursable

No Receipt

**Receipt Split** ?

**Accounting Details** ?

SpeedChart

**Total** 48.81 USD



# Non-Travel Expense Report

## Procedures



### Procedure BF-PGS-PR8

- Reimbursements and Payments



**Knowledge Services**  
OFFICE OF LEARNING AND COMMUNICATION

**Resources**

# Resources

- Travel Support:
  - Email: [travelservices@uta.edu](mailto: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://www.uta.edu/business-affairs/training/>
    - Register for UTShare Classes
    - Join Business Affairs Listserv
    - View and/or Print UTShare Training Materials
      - Training Guides
      - Job Aid
      - PowerPoint