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 to create travel documents
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”.
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:

**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:

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.
## Travel Authorization

### Information needed to complete the Travel Authorization:

<table>
<thead>
<tr>
<th>Traveler EMPL ID or TARL number</th>
<th>Purpose and Benefit of the Trip</th>
<th>Dates of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Disposition of Duties While Traveling</td>
<td>ChartField Values to be Encumbered</td>
</tr>
</tbody>
</table>
Travel Authorization Workflow Process
The originator completes the Travel Authorization, saves the form, runs budget checking and submits the TA for approval.

1. **Supervisor Approval**
2. **Grant Funded?**
   - Yes: **Grant Approval (Principal Investigator)** → **TA Approved**
   - No: **Department Approval**
3. **Department Approval** → **TA Approved**
Travel Authorization Exercise

Class Activity
- Create Travel Authorization
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
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 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.

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
Cash Advance Workflow Process
The originator completes the Cash Advance form, and submits the CA for approval.

1. Employee Certification
2. Supervisor Approval
3. Travel Approval

CA Approved
Cash Advance Exercise

Class Activity
- Create Cash Advance
Procedure BF-T-PR1
Section V
• Cash Advance
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

<table>
<thead>
<tr>
<th>Between travel end date and 30 calendar days</th>
<th>Between 30 and 60 calendar days</th>
<th>60 calendar days after end date</th>
</tr>
</thead>
</table>

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

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.
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.
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

<table>
<thead>
<tr>
<th><strong>Foreign Travel</strong></th>
<th>Employees are reimbursed for actual meal expenses up to the Department of Defense per diem rate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Receipts are required if the amount exceeds the per diem.</td>
</tr>
<tr>
<td></td>
<td>Original receipts are required for all other foreign travel reimbursements, such as hotels, transportation, etc.</td>
</tr>
<tr>
<td><strong>Domestic Travel</strong></td>
<td>Per Diem for meal expenses based on GSA rates must include tax and tip (20% maximum gratuity).</td>
</tr>
<tr>
<td></td>
<td>If reimbursing per diem amount, receipts are not required.</td>
</tr>
<tr>
<td></td>
<td>Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the location.</td>
</tr>
<tr>
<td></td>
<td>For this option, receipts are required.</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 9:00am</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Between 9:00am and 1:00pm</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Between 1:00pm and 6:00pm</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>After 6:00pm</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Per Diem Allowance Proration
- 75% of allowance if two meal reimbursed
- 35% of allowance if one meal reimbursed
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).

<table>
<thead>
<tr>
<th>Return Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 6:00pm</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Between 1:00pm and 6:00pm</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Between 9:00am and 1:00pm</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Before 9:00am</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

Per Diem Allowance Proration
- 75% of allowance if two meal reimbursed
- 35% of allowance if one meal reimbursed
Enter expense line for each day’s Meal Per Diem reimbursement and Incidental separately.

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulder / Broomfield</td>
<td>Boulder / Broomfield</td>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
</tr>
<tr>
<td>Denver / Aurora</td>
<td>Denver / Adams / Arapahoe / Jefferson</td>
<td>$79</td>
<td>$18</td>
<td>$20</td>
<td>$36</td>
<td>$5</td>
</tr>
</tbody>
</table>

Total Meals for the day before proration is the M&IE total -$5.
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.
If a conference hotel is used and the cost exceeds the GSA rate, supporting documentation must be submitted with the 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.
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).
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.
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**
- TR Out of State – Travel Incidentals
- TR In State – Travel Incidentals
- TR Foreign – Travel Incidentals

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

Utilize TR-Prospec Empl and TR-Stu/Non Empl expense types.
Travel Expense Report

Use only one Expense Type category:

- Foreign
- In State
- Out of State

Use category associated with default location.
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.
Expense Report
Workflow Process
The originator completes the Expense Report, saves the form, runs budget checking and submits the ER for approval.

- **Employee Certification**
  - **Grant Funded?**
    - Yes: **Grant Approval (Principal Investigator)**
    - No: **Department Approval**
  - **Department Approval**
  - **Travel Approval**

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

Location is not required on NT Expense Reports.
Non-Travel Expense Report

Procedures

Procedure BF-PGS-PR8

• Reimbursements and Payments
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://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