

Travel Authorization & Reimbursement

Training Objectives

- ▶ Understand the importance of completing travel authorizations
- ▶ Learn when to use a travel authorization
- ▶ Learn how to complete a travel authorization
- ▶ Learn how to complete a travel reimbursement
- ▶ Develop an understanding of the travel process

Travel Authorization

Why Complete a Travel Authorization?

- ▶ Internal conflict resolution
 - ▶ Shows you were authorized to travel on behalf of SUU
- ▶ External conflict resolution
 - ▶ Shows to insurance underwriters that you are covered by SUU insurance
- ▶ Compliance with SUU's "Accountable Plan"
 - ▶ If we do not follow the IRS Accountable Plan rules, all travel reimbursements will become taxable to the employees
- ▶ Creates eligibility for expense reimbursement
 - ▶ The Controller's Office will not reimburse travel expenses without first having an authorization

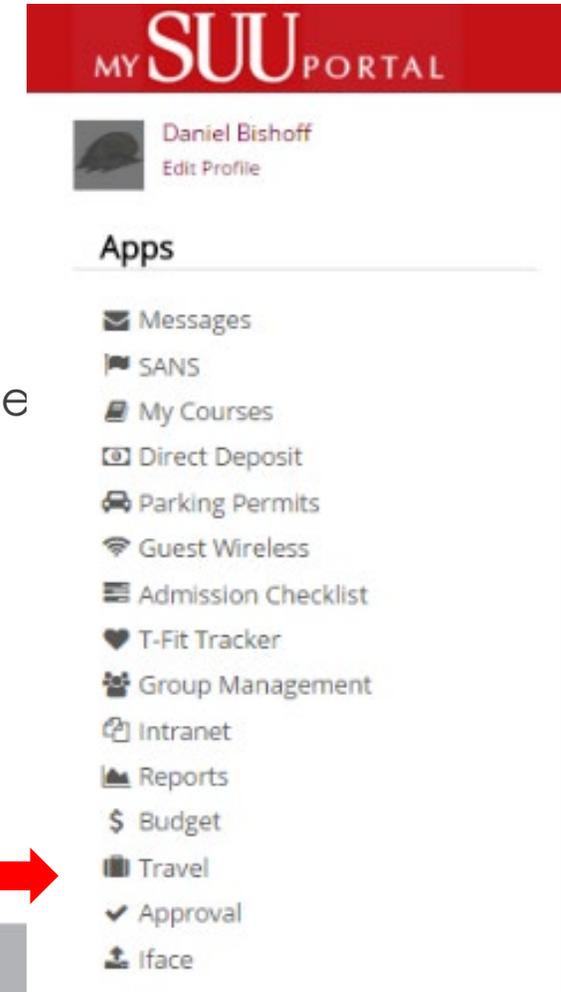
When Do I complete a Travel Authorization?

- ▶ At least five days prior to departing
 - ▶ Travel advances are only granted if the travel has been submitted at least five days prior to traveling.
 - ▶ Travel advances are available for payment up to fourteen days prior to the departure date.
- ▶ When a student, staff, faculty or volunteer are traveling on behalf of SUU
 - ▶ If students are traveling without their advisor they will need to submit their own travel authorizations. Student travel is not eligible for travel advance.
 - ▶ If students are traveling with their advisor and will not receive personal reimbursement they can be listed as additional traveler on their advisor's travel authorization.

Access Travel Authorization Form

► To access the travel authorization form:

1. Click on MySUU Portal on the SUU homepage
2. Sign in to your SUU account with user name and password
3. Click on Travel under Apps section on the left side of the screen



Add Trip and Complete Travel Details

- In the travel app click on Add new trip

- Previous trips will be listed here



- Complete required details for your travel

- Click on calendar to set departure & return date, click on clock for departure & return time. If time is not adjusted it will default to the time of authorization submission.
 - Destination field will auto populate as you type. If your destination is available from the list select it.
 - T-Number
 - Purpose of trip
 - Other Employees in party

Details		
Depart date	Return date	Traveler T-Number
<input type="text"/>	<input type="text"/>	<input type="text" value="Optional"/>
Destination	Purpose	Other Employees in Party
<input type="text"/>	<input type="text"/>	<input type="text" value="Optional"/>

Submitting Travel for Another Person

- ▶ When appropriate, a supervisor or administrative assistant will submit a travel for a student or professor within their department. In order to do so you must enter the traveler's T# within 'Traveler T-Number' in the trip details. Once approved the traveler will get a confirmation email.

Details

Depart date <input type="text"/>	Return date <input type="text"/>	Traveler T-Number <input type="text" value="Optional"/>
Destination <input type="text"/>	Purpose <input type="text"/>	Other Employees in Party <input type="text" value="Optional"/>



Enter Estimated Travel Expenses

- ▶ The travel system has two expense types:
 - ▶ Out-of-pocket – Expenses paid from personal or advanced funds
 - ▶ Departmental – Expenses paid by P.O., P-Card, or interdepartmental transfers
- ▶ Expense Categories
 - ▶ Enter in estimated travel categories and estimated expense with the associated type and description.
 - ▶ To add additional expense categories and types click on 'Add Expense', to remove an expense line click on the delete box .
 - ▶ Motor pool expense will default to departmental type and private vehicle expense category will default to out-of-pocket type. If needed, you still need to contact motor pool to reserve a vehicle. When using the private vehicle category list either 'gas' or 'mileage' in the description.

Expenses					Helpful Links	+ Add Expense
Category	Type	Description	Planned Amount	Delete		
<input type="text" value="Category"/>	<input type="text" value="Type"/>	<input type="text" value="Optional"/>	<input type="text"/>	<input type="checkbox"/>		
Departmental Totals			0.00			
Out-of-Pocket Totals			0.00			
Grand Totals			0.00			



Enter Expense Distribution

- Either an Index or FOAPAL can be entered for the expense distribution. There must be sufficient budget for travel in each charged location to cover the travel expense being requested. Click on Add FOAPAL to included multiple FOAPa and enter an 'amount' or 'pct' to make allocation between charged locations. If more than one fund is used, the amount or percentage from each fund will be calculated, encumbered and charged. The 'Acct' field will auto populate based on the travel destination. If it populates incorrectly you may change it.

Expense Distribution										+ Add Foapal
Index	Fund	Orgn	Acct	Prog	Actv	Amount	Pct	Delete		
Optional			Choose an Account ▼						<input type="checkbox"/>	
Totals						0.00	0.00			



Enter Disbursement Details & Approval

- ▶ To receive an advance for out-of-pocket expenses place an amount in the 'Advance Amount' field. The travel request must be submitted at least five days prior to departure to request an advance. Only certain expenses qualify for an advance. You may not ask for more than 75% of your planned trip costs. Advances are not available for airfare or individual students.

Disbursement Details	
Advance Amount	Reimbursement Amount
<input type="text" value="Optional"/>	0.00



- ▶ All travel requests are routed to the traveler's supervisor, the financial manager, and the travel office for approval.

Travel Reimbursement

When/How Do I complete a Travel Reimbursement?

- ▶ Travel reimbursement requests must be submitted within ten days after completion of the trip.
- ▶ All details of your travel will be maintained on the reimbursement form and will be accessible in your MySUU portal.
- ▶ All necessary documentation must be attached to the reimbursement request.
- ▶ Please keep in mind, a credit card statement or credit card receipt is not considered an itemized receipt. Documentation may include, conference agendas, receipts, and travel logs, etc.
- ▶ If you received an advance in excess of your documented expenses you will need to pay the cashier's office and submit your receipt with the travel documentation.

Access Reimbursement Form

- The travel reimbursement form is also located in your MySUU Portal in the same Travel App as the authorization form.
- Locate the trip needing reimbursement and click on the 'Reimburse' link in the action column.

Travel #	Traveler	Destination	Purpose	Depart - Return	Trip	Reimbursement	Action
TR163865	Chet Dalton		TEST	Apr 18 - Apr 19, 2016	Approved	Not Started	Reimburse 

- This will access the trip and display approvals and details of your trip you completed for travel authorization. You cannot change these parameters. If your dates/times change attach an explanation of changes.

Approval

Trip: Approved by Travel: admin
Reimbursement: Pending

Details

Depart date 04/18/2016 4:12 PM 	Return date 04/19/2016 4:12 PM 	Traveler T-Number T00004377
Destination TEST	Purpose TEST	Other Employees in Party Optional



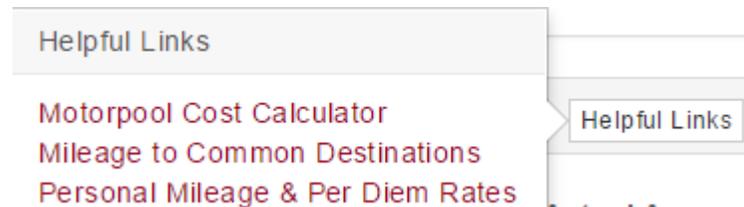
Reporting Actual Expenses

- Complete the 'Actual Amount' column for the expenses fitting your original travel estimates. Pre-trip estimated expense items and amounts cannot be adjusted. For additional expense lines click on the '+Add Expense' button and complete the category, type, description and actual amount. Click on the 'Delete' box to delete a line. All planned expense must have an actual amount. Reimbursement total is calculated using 'Actual Amount' field and 'Out-of-Pocket' category.

Expenses						Helpful Links	+ Add Expense
Category	Type	Description	Planned Amount	Actual Amount	Delete		
Lodging ▼	Out of Pocket ▼	TEST	0.00		<input type="checkbox"/>		
Category ▼	Type ▼	Optional	0.00		<input type="checkbox"/>		

Expense Categories

- ▶ Lodging
 - ▶ Reasonable lodging will be reimbursed for actual costs if supported by an itemized receipt.
 - ▶ If the traveler elects to lodge somewhere other than a hotel/motel (e.g. family, campsite) they will be eligible for per diem of \$20.00 per night. The name of person/place and address must be attached for reimbursement.
- ▶ Mileage
 - ▶ No receipts are necessary when using the per diem rates for reimbursement.
 - ▶ If mileage is significantly higher than mileage to/from destination please provide a statement explaining extra mileage.
 - ▶ If reimbursement is for travel with multiple destinations include a travel log that includes beginning and ending mileage for each destination.
 - ▶ Mileage to common destinations, current per diem, and mileage rates can be found by clicking on the 'Helpful Links' button on the reimbursement form.



Expense Categories: Continued

► Meals

- Meals are reimbursed for trips over 150 miles from departure location and are traveling for more than twelve hours.
- No receipts are necessary if you are using the per diem rates for reimbursement.
- If meals are provided at the event or conference reimbursement may not be eligible.
- Reimbursement of meals provided for guests must indicate the name and title of guest, business purpose of meal, and itemized receipt accompanied by a business Meal Certification Form.

► Other

- All reasonable and necessary expenses will be reimbursed if supported by an itemized receipt(s).
 - Ground transportation less than \$10.00 does not require a receipt.
 - Other expenses include: fuel (other than mileage), taxi, flights, etc.

Expense Distribution & Advances

- ▶ Expense Distribution

- ▶ The expense distribution cannot be changed on a reimbursement. If all, or a portion, of the travel needs to be paid from a different FOAPa than originally requested, please wait for the travel expense to process to your FOAPa, then complete an expenditure transfer request.

- ▶ Advances

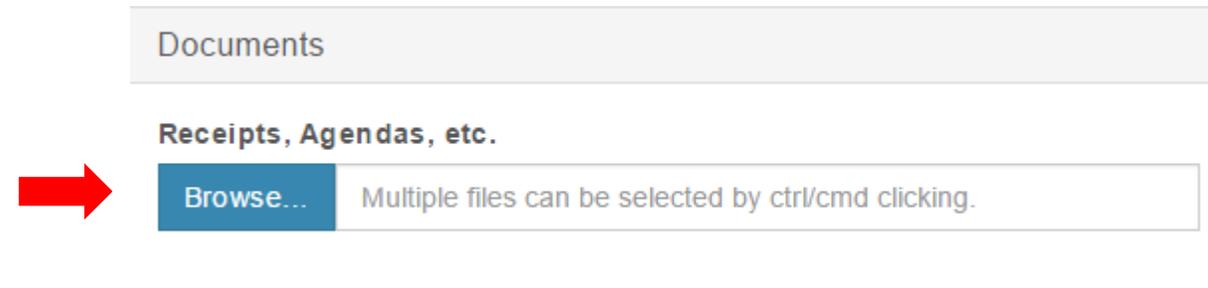
- ▶ If you received an advance in excess of the reimbursable expenses claimed you have a negative reimbursement which will need to be paid to the Cashier's office and submit the receipt with the travel documentation, this must be done within 10 days of your return.

Documentation & Approval

- ▶ Documentation
 - ▶ All documentation related to the trip must be included with the travel reimbursement. Including but not limited to: Conference Agendas, Receipts, Business Meal Forms, Travel Logs, etc. Receipts are attached to the online reimbursement and submitted electronically.
- ▶ Approval
 - ▶ All travels will be automatically routed to the financial manager (based on purchasing approval queues) of each FOAPa and the Travel Office for approval.

Document Upload

- ▶ To successfully submit, all documents must be uploaded simultaneously. Click on 'Browse' to locate the file(s) you want to upload, hold down the ctrl button on your keyboard and select additional files.



- ▶ To finalize your travel reimbursement request click 'Submit for Approval'.



FAQ

- ▶ I leave on a trip in less than five days. Is it too late to submit a travel authorization?
 - ▶ No, you can submit a travel anytime. However, you will not be eligible to receive an advance for requests made less than five days before departure.
- ▶ My spouse/friend/relative/etc. will be traveling with me. Should I purchase their plane ticket/hotel/etc. with University funds or personal funds?
 - ▶ You should buy them with personal funds and request a reimbursement upon return for the University portion of the expense.
- ▶ Why can't I upload more than one file on my reimbursement request?
 - ▶ All files must be uploaded simultaneously. Open the upload browser, click on a file you want to upload, hold down the 'ctrl' button on your keyboard and select the additional files.
- ▶ Where can I access info from my previous trips?
 - ▶ Historical trips will show up in both the submitter and the travelers MySUU Portal.

FAQ

- ▶ I have travel awaiting my approval. Why does it tell me I am not authorized to approve?
 - ▶ Logout and back in of your MySUU Portal. You should now access to approve the travel.
- ▶ Can I submit a zero dollar travel?
 - ▶ Yes. However, you must enter one expense category, type, and at least .01 for the planned amount.
- ▶ I Did not complete a travel authorization before my trip. Can I do one now?
 - ▶ Yes. Also, if you would like a reimbursement you must do a travel reimbursement.