Travel Authorization & Reimbursement

Travel Best Practices

➢ What are Travels for?

  ➢ Shows you were authorized to travel on behalf of SUU and covered by SUU insurance

  ➢ If we do not follow the IRS Accountable Plan rules, all travel reimbursements will become taxable to the employees

  ➢ The Controller's Office will not reimburse travel expenses without first having an authorization

➢ When Do I complete a travel authorization?

  ➢ At least seven days prior to departing - Travel advances are only granted if expected out of pocket expense exceeds $300

  ➢ 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 an additional traveler on their advisor's travel authorization.

Travel Resources

https://www.suu.edu/accountingservices/forms.html

Accounts Payable processes checks and direct deposits daily. Please allow 7-10 business days for your travel to go through all the respective approvals.
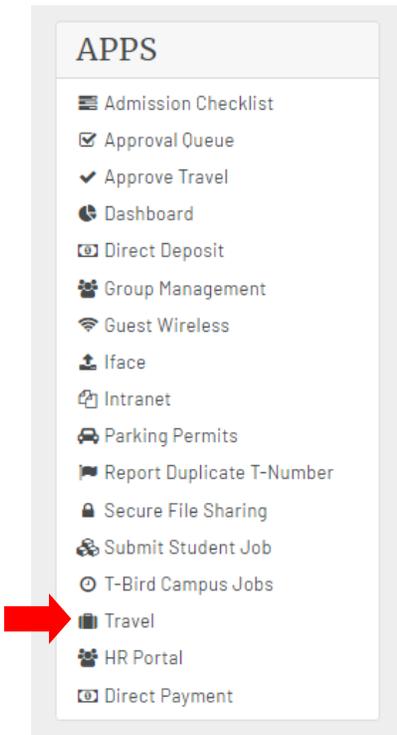
Starting A Travel Authorization

➢ To access the travel authorization form

   ➢ Click on MySUU Portal on the SUU homepage

   ➢ Sign in to your mySUU Portal with username and password

   ➢ Click on Travel under the Apps section on the left side of the screen

SOUTHERN UTAH UNIVERSITY

Add Trip and Complete Travel Details

➤ In the travel app click on 'Request Travel' on the top right hand corner

➤ Note: Previous trips will be listed below

Travel / Travel Requests

Travel Requests
Request Travel

10 ⌄
Search
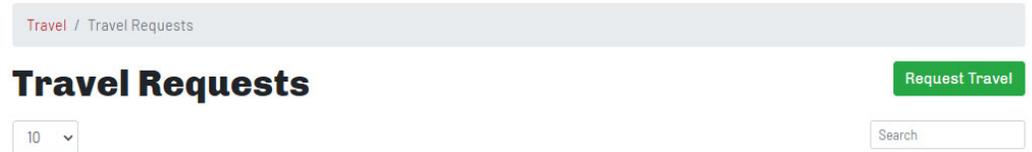
➤ Enter the required details about your travel

➤ T-Number of the traveler on this travel

➤ Purpose of trip and Comment if necessary

➤ Other Employees in party if applicable

➤ Destination(s) if there are multiple you can add a line by clicking the corresponding green + sign button

SUU

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Enter Estimated Travel Expenses

➢ The travel system has three expense types:

  ➢ Departmental – Expenses paid by P-Card or interdepartmental transfers

  ➢ Out-of-pocket – Expenses paid by personal or Advanced funds

  ➢ Non Reimbursable – Expenses you paid by personal funds you do not wish to be reimbursed for

➢ Expense Categories

  ➢ Enter in travel categories with the associated type, description, and planned amount of expense

  ➢ To add additional expense categories and types, add a line by clicking the corresponding green + sign button

➢ In the Advance box, you have to enter something but it can be $0 if you do not require an advance.

Enter Expense Distribution(s)

➢ Either an Index or FOAPAL can be entered for the expense distribution. There must be sufficient budget for travel in each charged FOAPAL/Index to cover the travel expense being requested. Click on the corresponding green + sign button if you need more than one line and enter an 'Amount' or 'Percent' to make allocation between charged FOAPAL/Index. 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.

Accounting Distribution

Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	Percent
CTLR	000100	66000	7560	60			1,000.00	100.00
Total							$1,000.00	100.00%

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. Advances are not available for airfare, vehicle rental, lodging, registration fees, or individual students.

➤ All travel requests are routed to the traveler's supervisor, the financial manager, and the travel office (Accounts Payable) for approval.

When/How Do I complete a Travel Expense Report?

➢ Travel expense requests are to be completed on every travel, AFTER the travel authorization has been completed and approved.

➢ Travel expense reports must be submitted within 30 days after returning from travel.

➢ All details of your travel will be maintained on the expense report form and will be accessible in your MySUU Portal.

➢ All necessary documentation (receipts) must be attached to the expense report.

➢ Please keep in mind, a credit card statement is not considered an itemized receipt. Documentation may include: receipts or items otherwise discussed with Accounts Payable.

➢ If you received an advance in excess of your documented expenses you are required to refund the difference to the cashier's office and submit your receipt with the travel expense report documentation.

Access Expense Report Form

➤ The travel expense report form is also located in your MySUU Portal using the same Travel App link as the travel authorization form.

➤ Locate the trip needing reimbursement from the listed travel requests, click into the travel and then click the green 'New Expense Report' button in the top right hand corner.

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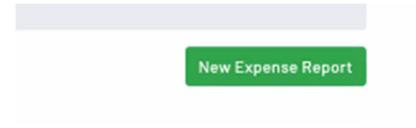
➤ This will access the trip and display approvals and details of your trip you completed for travel authorization. You cannot change these parameters. If your dates/times change attach an explanation of changes.

File

Choose File | No file chosen

Reporting Actual Expenses

➢ Complete the 'Actual Amount' column for the expenses fitting your original travel estimates. <u>Pre-trip estimated expense items and amounts cannot be adjusted</u>. For additional expense lines click on the green + button and complete the category, type, description and actual amount. Click on the red – button next to a specific line to delete that line. All planned expense must have an actual amount. Reimbursement total is calculated using 'Actual Amount' field and 'Out-of-Pocket' category.

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 on food.

  ➢ If reimbursement is for travel with multiple destinations include a travel log that includes beginning and ending mileage for each separate destination.

Expense Categories: Continued

➢ Per Diem
- ➢ Meals are reimbursed for trips over 100 miles (one way) from departure location and travel for more than ten 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).
- ➢ An itemized receipt is required for each individual expense of $30.00 (USD) or more. If less the $30.00(USD) without a receipt must be itemized and explained.
- ➢ 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 FOAPAL than originally requested, please wait for the travel expense to process to your FOAPAL, then complete an expenditure transfer request.

➢ Advances

    ➢ If you received an advance in excess of the reimbursable expenses claimed you have a negative reimbursement amount which will need to be paid to the Cashier's office and you will need to submit the receipt you receive from them with the travel expense report, 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 expense report. Including but not limited to: Conference Agendas, Receipts, 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 FOAPAL and the Travel Office for approval.

Document Upload

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

File

Choose File | No file chosen

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

FAQ

➢ I leave on a trip in less that seven 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 seven 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 in the travel app.

FAQ

➢ I have travel awaiting my approval. Why does it tell me I am not authorized to approve?

  ➢ Logout and log back in to your MySUU Portal. You should now have access to approve the travel.

➢ Can I submit a zero dollar travel?

  ➢ Yes. However, you must enter one expense category, type, and at least $0.01 for the planned amount, when you do your expense report you will put $0.

➢ 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 also submit a travel expense report.

Still have questions?

Please contact the Travel/Accounts Payable office if you still have questions.

Ext. 7730
Ext. 8036
Ext. 8558

Happy Travels T-Birds!