Travel & Expenses
Agenda

- Travel Authorizations
- Cash Advance
- Expense Reports
Travel Authorization
The Travel Authorization (TA) is used to authorize domestic and international travel for persons traveling on official university business. Prior approval for all business travel is required before the trip occurs.

The Travel Authorization **MUST** be “Approved” before the first day of travel.

An approved TA will be needed to book through the two approved travel agencies – Corporate Travel Planners (CTP) and Anthony Travel.

Foreign travel authorizations should be submitted 30 days in advance of the departure. If using State Appropriated Funds* additional approvals should be attached to the TA. 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

*Encumbrance: a process that reserves funds for an anticipated expenditure. The Travel Authorization places an encumbrance on the Cost Center at the time of a valid budget check.
A Travel Authorization Form (BF-T-F7) must be attached to the expense report when:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA was not created in UTShare prior to start of trip</td>
<td>Attach form</td>
</tr>
<tr>
<td>TA was not fully approved in UTShare prior to start of trip</td>
<td>Attach form</td>
</tr>
<tr>
<td>Change in travel dates of two (2) or more days</td>
<td>Attach form</td>
</tr>
<tr>
<td>Change to destination/duty location</td>
<td>Attach form</td>
</tr>
</tbody>
</table>
Travel Authorization

The Travel Authorization is used to encumber funds for the trip; therefore, there should only be one expense line.

Corrections related to the Travel Authorization encumbrance will require submission of the Travel Authorization Form to Travel Services

Employee Expense Type:
TA-Travel-Auth-Encumbrance (Domestic)
TA-Foreign-Travel-Auth-Encum (Foreign)

Non Employee Expense Type:
TRVL—Non Employee
(Domestic or Foreign)
Travel and Expenses stores information in an Employee Profile. It contains data used to process expenses, such as department information and Chartfield values.

**ChartField:** Individual fields used to segregate budget data. The grouping or combination of chartfields is referred to as a “chartfield string”.

A default chartfield string is automatically applied to Travel Authorizations and Expense Reports. This information should be reviewed and updated accordingly.

Use the **Employee Profile** page, **Organizational Data** tab to modify the default chartfield string.

Navigator > Travel and Expenses > Manage Employee Information > Update Profile
Travel Authorization

Information needed to complete the Travel Authorization

- Traveler’s EMPL ID
- Dates of travel
- Purpose and benefit of trip
- Destination
- Disposition of duties while traveling
- ChartField values to be encumbered (if different from the default)
Travel Authorization Workflow Process
The originator completes the Travel Authorization, saves the form, runs budget checking and submits the TA for approval.

If the TA is grant funded, it goes to Grant Approval (Principal Investigator). If not, it goes to Department Approval.

Department Approval leads to TA Approved for both cases.
Travel Authorization Exercise

Class Activity
- Create Travel Authorization
Policies, Procedures and Official University forms are located at: https://www.uta.edu/policy/procedure

**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:

1. The advance request is a minimum of $100.00
2. The destination is in an isolated area or region that does not accept credit cards
3. Travel is for an extended period of time
4. Faculty traveling with a group of students abroad or traveling for educational purposes
5. 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
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

Within 30 days, all unused funds must be repaid and deposited to the Student Accounts office.

If more than 60 days pass after the last day of travel, the cash advance is subject to income and employment taxes. Departments will be required to pay the employer’s portion of the tax.
Cash Advance Workflow Process
The originator completes the Cash Advance form, and submits the CA for approval.

- Employee Certification
- Supervisor Approval
- 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 could be delayed.
## Expense Report Submission Timeline

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between travel end date and 30 calendar days</td>
<td>Expense Report fully approved through workflow ready for review by Office of Disbursements.</td>
</tr>
<tr>
<td>Between 30 and 60 calendar days</td>
<td><strong>Error Free</strong> Expense Report ready for processing by the Office of Disbursements.</td>
</tr>
<tr>
<td>60 calendar days after end date</td>
<td>Error Free Expense Report fully processed.</td>
</tr>
</tbody>
</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.
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

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.
The Travel Authorization (TA) must be linked to the Expense Report (ER) to release the encumbrance. From the “Quick Start Populate From” dropdown, please use the “A Travel Authorization” option.
A second report cannot be linked to the same TA number.

Additional reimbursements: Create a second ER and reference both the TA and the original ER numbers in the “Reference” field.
Do Not include these Pre-Paid expenses on the Expense Report:

- **Airfare** charged to the Corporate Business Account by Travel Services.
- Direct billed **Rental Car** expenses.
- Direct billed **Hotel** expenses.
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.

Foreign travel rates are available from the Defense Travel Management website (www.defensetravel.dod.mil).

You must attach a screenshot of the GSA rates page to the Expense Report for the travel location.
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 (itemized receipts are not required).

There are no meal reimbursements for non-overnight travel or in designated headquarters (DFW area).
Travel Expense Report - Meals

Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the location.

If meals are included with a conference registration, the per diem will be prorated as follows:

- One (1) meal provided, per diem prorated to 75%
- Two (2) meals provided, per diem prorated to 35%
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>
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<td>Y</td>
<td>N</td>
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<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
Texas sales tax for lodging will not be reimbursed.

Travel expenses for the actual hotel room cost, food and incidental expenses should be itemized daily on the ER.
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

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* or less (receipts are not required). This includes tips for baggage handler, valet, hotel staff, etc.

There are no limits on Business Travel Fees (receipts are required). 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:

<table>
<thead>
<tr>
<th>Meals</th>
<th>Lodging</th>
<th>Entertainment Meals*</th>
<th>Business Travel Fees</th>
<th>Incidental Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR In State – Meals Per Diem</td>
<td>TR In State – Lodging</td>
<td></td>
<td>TR In State – Travel Incidentals</td>
<td>TR In State – Travel Incidentals</td>
</tr>
<tr>
<td>TR Foreign – Meals Per Diem</td>
<td>TR Foreign – Lodging</td>
<td></td>
<td>TR Foreign – Travel Incidentals</td>
<td>TR Foreign – Travel Incidentals</td>
</tr>
</tbody>
</table>

**Note:** The Expense Type for meals should always be Per Diem; but you should claim the actual amount; which should not to exceed the GSA rate.

**Note:** Select the appropriate Expense Type for Mileage, Parking and Transportation.

**Note:** Incidental are limited to $5 or less per day.
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 Davis Hall (Room 130) to Cost Center on the Cash Advance and GL Account 11650

Attach a copy of the deposit slip to the Expense Report.
The originator completes the Expense Report, saves the form, runs budget checking and submits the ER for approval.

The originator completes the Expense Report, saves the form, runs budget checking and submits the ER for approval.
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.
Procedure BF-PGS-PR8

• Reimbursements and Payments
Resources

More Information

• Travel Support:
  – Email: travelservices@uta.edu

• UT Share Support & Help:
  – https://uta.service-now.com/selfservice
  – 817-272-2155

• 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 UT Share Training Materials
    – Training Guides
    – Job Aid
    – PowerPoint