

MEMORANDUM

Date: June 14, 2018
To: The University Community
From: Lauren Weitzel, Director
Purchasing and Campus Services
Re: Travel Management Reminders

Travel Management is well under way! The Offices of F&A, Academic Affairs, Advancement, and Student Affairs and Enrollment Management are on the system as of June 15th when the next group is live. We will be handling the end of the fiscal year responsibilities before resuming training for the remainder of the University Departments in August or September. We will announce the future dates in Ville Daily once we have them set up. A few reminders for TM:

Travelers

- *Save and Send for Approval* – If you have a Travel Assistant to help with your Travel Requests and Expense Reports, they can only save draft for what they helped with. You, *the traveler*, must review it and save and send for approval. This step is not email notified, so you will need to communicate with your Travel Assistant.
- *Comments* – please be sure to use the comments for notating any trip related information that would need to be documented: Enterprise vehicles used, conference required hotels used (otherwise you could be dropped to the per diem rates), other information related to expenses that would need detail.
- *Cost Center* – please make sure the correct cost center is used
- *Pre-paid* – expenses to reimburse prior to the trip would only include transportation such as airfare, train, hotel deposits, and registration fees. Any other expenses would not be

reimbursed until AFTER the trip commences. This would be done through a Travel Expense Report (can only be initiated AFTER the Travel Request is approved) with the actual expense claimed deducted from the estimated expenses line. This line would only be deleted completely when submitting final expenses after the trip ends.

- *Same trip* – you would need to create a travel request, create the expense report from that request, add (“change”) to the same expense report for any receipts even if some were paid out previously. All of your travel expenses and documentation for each trip would be kept in one trip number and document. This avoids any confusion and overpayment issues.
- *Subsistence* – all meal receipts need to be entered in 24hr periods. Day 1 leave time for trip through next day at that time (example: leave at 1pm – receipts from 1pm that day until 12:59pm that following day are totaled and entered as Day 1), Day 2 next day at leave time until following day at leave time (example following previous example: receipts for 1pm on day 2 to 12:59 the next day are entered as day 2).
- *Add attachments* – you must have all of the required info on the page completed (marked with the red *) and save draft before you can add an attachment.

Travel Approvers

When creating a travel request or travel expense report for another employee:

- *My Employees* – create the request or expense report through My Employees (or it will end up in your own trip file instead)
- *Save Draft* – you will not be able to save and send for approval as that is the traveler’s responsibility
- *Cost Center* – please make sure the correct cost center is used
- *Pre-paid* – expenses to reimburse prior to the trip would only include transportation such as airfare, train, hotel deposits, and registration fees. Any other expenses would not be

reimbursed until AFTER the trip commences. This would be done through a Travel Expense Report (which can only be initiated AFTER the Travel Request is approved) with the actual expense claim entered as a new entry and deducted from the estimated expenses line.

- *Estimated Expenses* – This line is created by the Travel Request as the total requested for the trip. This amount will be encumbered in the Budget. This line would be deleted completely when submitting final expenses after the trip ends in order to release the encumbrance.

Approvers (Supervisors, cost center managers, grant approvers):

- *Cost Center* – please make sure the correct cost center is used.
- *Approval* – You will receive an email notice of the request or expense report for approval. Please check cost center, display document and view attachments, and if ok approve. If something is missing or questionable, please email them from the document, DO NOT “reject”.
- *Reject* – You DO NOT want to “reject” a document unless the trip/absence is NOT approved at all. Rejecting a document will end it. The traveler would need to start over from scratch if they are approved to go.

The Purchasing office will be sending a set-up form to each of the remaining schools (Dean’s Offices) for completion. We will need to update all cost centers and approvers will need to be verified. We will need this information by the date indicated so that all set-up can be completed prior to trainings.

If any changes need to be made, please feel free to contact Purchasing at x4181.

The [Travel Management Guide](#) is currently set up with the basics. This guide will be updated with more detail and will be distributed at a future date on Ville Daily.

Thank you and happy traveling!