2017 Travel Updates
Agenda

• **What’s New**
  – UT System Travel
  – Travel Authorization Multiple Lines
  – Travel Linking Process

• **Reminders**
  – Employee Names with Multiple Empl ID’s
  – Travel Authorization Reminders
  – Reimbursement Reminders
  – Texas Comptroller Updates

• **Year End**
  – Year-End Processing Deadlines
  – Other News
What’s New
UT System Travel

• System Travel Includes
  – UT System required meetings, conferences, and training.
  – Meetings are typically held in Texas but not limited to Austin.
  – Meal per diem is not allowed on day trips
1. Navigate to the **General Information** section of the Travel Authorization entry page.
2. Click the drop down menu under the **Business Purpose** field.
3. Select **TRV-System TRVL** to identify UT System specific travel.
Travel Authorization Multiple Lines

• You can now create Travel Authorizations (TA) with multiple funding sources.

• When linking a TA to an Expense Report (ER), you need to modify not delete linked lines.
  – This allows the ER to use the funds encumbered on the TA instead of your available budget.
  – Linking is critical to properly disencumber funds and avoid “Exceeds Budget Tolerance” errors.
Travel Authorization Multiple Lines

1. Navigate to the “Create” Travel Authorization page
2. The “Default Location” = the Destination
3. Use ONLY the following Expense Types:
   a) TA-Travel Authorization Encumbrance
   b) TA-Foreign Travel Auth Encumbrance
4. **(New Process)**
   a) If you have more than one funding source, you may enter **MULTIPLE** lines.

**PeopleSoft Tips**
- Do not encumber Airfare on Travel Authorization
- Please make sure your Travel Authorization is final approved before start of trip
- If traveling to a destination not listed above, select the closest city to the destination and add comment where the main destination is.
New Travel Linking Process - Step 1

1. Use the Quick Start dropdown menu.
2. Select “A Travel Authorization” for travel reimbursements only.
3. Select the GO button.
4. Click the Select button to LINK to the appropriate Travel Authorization to the current Expense Report.

PeopleSoft Tips
- Linking a Travel Authorization will:
  - Populate the Expense Report fields from Travel Auth
  - Disencumber funds from the Travel Authorization
- To search for available approved Travel Authorizations, enter travel dates in the “From” and “To” date fields.
New Travel Linking Process - Step 2

1. **(New Process)**
   a) Use the drop down arrow to MODIFY each line linked from Travel Auth

2. Select appropriate Expense Type(s):
   a) TR Foreign
   b) TR in State
   c) TR Out of St
   d) TR Stu/Non Emp

3. Update the following blank fields:
   a) Expense Date
   b) Amount Spent
   c) Payment Type

4. Click *Detail* link to complete the line entry.

5. Select the “+” box to enter additional Expense Type lines as needed.
New Travel Linking Process - Step 3

1. Update Line 1:
   a) Review Chart fields
   b) Enter new Speed Chart
   c) Review new Chart fields

2. Update Line 2:
   a) Review Chart fields
   b) Enter new Speed Chart
   c) Review new Chart fields
Employee Names with Multiple Empl ID’s

1. Click Add a New Value tab from create page.
2. If you don’t know the Empl ID, use the magnifying glass to change search criteria.
3. In the Search by: field, select “Name” from the drop down list.
4. Enter the “Last Name” of the employee.
5. Multiple Empl ID’s may appear for the individuals with the same name.
   a) Review each Empl ID separately to identify the correct person. Repeat steps 1 thru 9 continued on next page.
Employee Names with Multiple Empl ID’s

6. On the Create Travel Authorization page, select the User Defaults link.
7. A new window will appear with employee profile information.
8. Select the Organizational Data tab.
9. Navigate down to the HR Information section to view the campus and department of the employee.
10. To view another employee, go back and repeat steps 1 thru 9 using a different Empl ID.
Travel Authorization Reminders

• University travel guidelines require that estimated costs are to be included in the Travel Authorization
  – Do not include Airfare
  – Include expenses reimbursable to employee

• Travel with “no cost” to the University
  – May use $1.00 to create and encumber TA
  – Add phrase “No Cost to University” at the beginning of the Comments section

• Things to Remember
  – Funding in the Expense Report should match the funding included in the Travel Authorization as that was what was approved for the trip.
  – Include a description and purpose of the trip in the Comments section
  – Remember to create a Help Desk ticket to disencumber completed “No Cost to University” travel authorizations
Reimbursement Reminders

• **Travel Reimbursements:**
  – Always link Travel Auth(TA) to Expense Report(ER)
    • If TA can’t be linked, attach copy of approved TA on the ER
  – **Student Reimbursements**
    • Use proper Expense Type “TR stu non emp”
  – **Registration Fees and Lodging receipts**
    • Please provide method of payment for each
    • Fees are reimbursable upon completion of travel
  – **Splitting of Lodging costs is allowed**
    • Each person must be listed on hotel receipt
    • Each person must request their own reimbursement
  – **Travel Funding Sources must match**
    • Cost Centers/projects must match on the TA and the ER
  – **Attach flight itineraries.**
    • If travel by vehicle, make a note in “Comments” section to avoid ER’s being returned for missing itinerary
Travel by Personal Vehicle

• Complete **Constructive Car Rental Cost** spreadsheet

• Provide the following three estimates:
  – Personal mileage reimbursement cost (*use spreadsheet*)
  – Rental car cost (*use spreadsheet*)
  – Constructive Airfare quote (*contact travel agency*)

• UTEP will reimburse lowest of the three estimates

• UTEP recommends using a rental car instead of a personal vehicle
Reimbursement Reminders

• **Non-Travel Reimbursements:**
  – Submit itemized receipts and enter on individual lines
    • Submit individual lines by date
    • Do not submit as a grand total
    • Itemized receipts should include the method of payment
  – **Texas Sales & Use Tax Exempt Certification forms**
    • Provide forms to vendors when personally purchasing goods
    • Taxes not reimbursable unless the expense is for a restaurant and an Entertainment Expense Form is submitted
  – **Individuals cannot submit and approve their own reimbursement forms or supporting documentation**
    • Original signatures are required
    • Signature stamps are not acceptable
  – **Billing information in another person’s name**
    • Add an explanation in the comments section of the ER
Entertainment Expense Form

• All fields are required on the form including:
  – Number of Participants if 10 or less
  – Description of Event and Group attending if participants exceed 10

• Original signatures are required; stamp signatures are not acceptable

• Provide Texas Sales & Use Tax Certification forms to vendors, (i.e. Albertsons)
Texas Comptroller Updates

• **Travel in and out of state**
  – Example: If the Comptroller’s Office employs an auditor whose place of employment is in Los Angeles. When the auditor travels to the Comptroller’s headquarters in Austin, for training, the auditor is engaged in “in-state” travel.

• **Freight Charges**
  – If freight charges are not included on the PO, the University must not pay any freight charges the vendor adds to the invoice.
  – Create a PO change order to add freight or pay via a Non-PO voucher.
Year-End
Year End Processing Deadlines

• **Travel Authorizations:**
  – Must be “final” approved by the department.
  – Approved Travel Authorizations will be rolled over into the new fiscal year.
  – Travel authorizations not fully approved will be processed using next fiscal year funds.
  – Temporarily reinstate Travel Authorization IAP’s during blackout period

• **Expense Reimbursements:**
  – Must be approved and “submitted” to Accounts Payable.
  – Reimbursements not fully Approved by departments or are Returned to departments by Accounts Payable will be processed after September 1, 2017 using fiscal year 2017-2018 funds.

• **Non-PO Vouchers:**
  – Must be approved and “submitted” to Accounts Payable.
  – Documents not fully Approved by departments or are Returned to departments by Accounts Payable will be processed after September 1, 2017 using fiscal year 2017-2018 funds.

**AUGUST 18th is the deadline for all these documents**
Classroom Question & Answers

1) Travel Authorizations can be created for how many separate lines?
   a) One line only
   b) Two or more lines
   c) All the above

2) Linked Travel Authorization lines on an Expense Report should be?
   a) Deleted
   b) Modified
   c) All the above
• Upcoming new eForms workflow for HR
  – New Positions & New Appointments
• Upcoming new “Workflow History” links
  – Travel Authorizations & Expense Reports
Upcoming TA Workflow History Link

1. Click **Workflow History** link.
2. View workflow approval path.
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Questions?