



Roadrunner Advisor

Travel Card, ProCard Conversion to Citibank

Travel Card

UTSA will participate in the Citibank Travel Card Program administered through the Texas State Comptroller's Office. Effective August 31, 2011, the JPMorgan Chase Individual Billed Account (IBA) cards will be deactivated. IBA Cardholders may be eligible for a Citibank Corporate Liability Individual Billed Account (CLIBA) card upon completion of a cardholder agreement.

UTSA faculty, staff and students who travel on official university business more than three times per year are strongly encouraged to apply for a CLIBA card to minimize out-of-pocket expenses.

For more information about the Citibank CLIBA card, see the [Travel Card](#) guideline, the [Citibank Travel Card Program presentation](#) and the [CLIBA Cardholder Application and Agreement Form](#).

ProCard

The UTSA ProCard will also change from JPMorgan Chase to Citibank. Current cardholders of the JPMorgan Chase ProCard will be notified by the UTSA ProCard Office to receive a new Citibank ProCard.

Cardholders must process any current or outstanding payments for the JPMorgan Chase ProCard.

UTSA-authorized personnel who do not have a ProCard and wish to become a Citibank ProCard cardholder will have to wait until after the transition of existing cardholders is completed. Completion date is tentatively scheduled for September 1.

Visit the [Procurement Card Office's](http://www.utsa.edu/pds/procard/) Website for more information (<http://www.utsa.edu/pds/procard/>).

Critical Citibank ProCard Voucher Deadlines

8/5	VP5 voucher creation date for July 2 – Aug 3 purchases.
8/17	Departmental approval due by 5pm for July 2 – Aug 3 VP7s
8/19	VP7 voucher creation date for 8/4 – 8/17 purchases.
8/26	Departmental approval due by 5pm for 8/4 – 8/17 VP7s. This will be the final approval for changes to go against FY 10/11.
9/6	VP7 voucher creation date for Aug 18 – Sept 2 purchases will be charged to FY 10/11.
9/20	Departmental approval due by 5pm for 8/18 – 9/7 VP7s.

2011 End-of-Year Calendar

Almost as quickly as the New Year began, the end of the year is closer than ever. Be aware of the DTS deadline dates below:

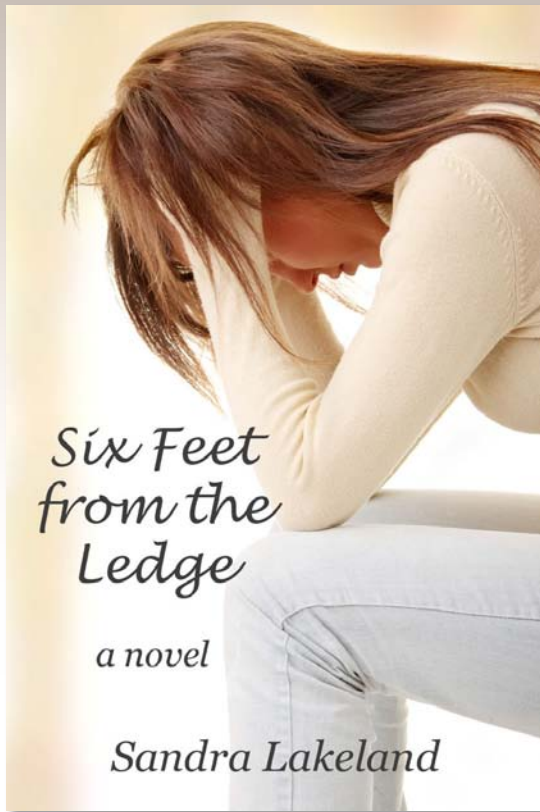
Critical DTS Deadlines

7/22	Departments must submit ALL expense vouchers for expenses incurred during June 2011 or prior, manual or electric, to DTS.
8/12	PBO – last date to create.
8/15	Departments must submit ALL vouchers, manual or electronic, for any expenses incurred thru Aug 7th to the DTS office by 5pm.
8/19	PBO – last date for departmental final approval.
8/23	Departments must submit ALL vouchers, manual or electronic, for any expenses incurred thru Aug 20th to the DTS office by 5pm.
8/25	Departments must submit ALL vouchers, manual or electronic, for any expenses incurred from Aug 21st to Aug 25th to the DTS office by noon.
8/29	ALL electronic vouchers without proper documentation will be returned to departments unprocessed. These vouchers must be resubmitted with proper documentation AFTER Sept 1. The same doc ID number can be used, <u>but</u> ; the creator must change the year in DEFINE to FY10/11.
8/29	All remaining FY09/10 voucher amounts \$1,000 or less will be charged to FY10/11.

Critical JPMorgan ProCard Voucher Deadlines

8/9	VP7 voucher creation date for July 6th – Aug 5th purchases.
8/12	Recommended: Last day to charge using ProCard for FY 09/10.
8/15	Departmental approval due by 5pm for July 6th – Aug 5th VP7s.
8/19	After 12:30pm – VP7 vouchers with creation date for Aug 6th thru Aug 18th purchases.
8/24	Departmental approval due by 5pm for VP7s processed Aug 6th – Aug 18th. This will be the final approval for charges in FY 09/10.
9/7	VP7 voucher creation date for Aug 19th – Sept 6th purchases will be charged to FY 10/11.
9/20	Departmental approval due by 5pm for Aug 19th – Sept 6th VP7s.

DTS Staff Member Pens Novel



DTS Staff member and novelist Sandra Lakeland recently celebrated the publication of her first novel, Six Feet from the Ledge. The self-published title, set in Sandra's hometown of Austin, Texas, follows main character Georgia Reed as her seemingly perfect life begins to spiral out of control after meeting a stranger on the Austin music scene.

Sandra began Six Feet from the Ledge before obtaining her full-time position with DTS. Family and friends helped to edit, revise, and adequately polish the finished product. Though the path to publishing the novel at times seemed hopeless, with several rejection letters from agents and publishing houses, Sandra self-publishing her novel helped realize her goal of becoming a published author.

Feedback has been very positive for Sandra's first foray onto bookshelves. Sandra finds the feedback encouraging, and lets her know that her goal for this novel as a page-turner was successful.

Sandra includes authors Anne Rice, Ben Sherwood, and Bourne series author Robert Ludlum as some of her favorites.

Six Feet from the Ledge is available at amazon.com as an e-book, as well as a physical volume. The novel is also available at the Austin bookseller Book People.

Congratulations Sandra!

Tips to Complete the Travel Reimbursement/Settlement (TRS) Form

The following tips should assist travelers and departmental staff in filling out the [TRS form](#):

- ❖ **Section 3** records expenditures by account number and object code. Select the **Object Code** that applies to each expense category (as provided in **Section 4**). Do not group expenses together using only one object code if that object code does not apply to all expenses. The sum of all entries should equal the entire cost associated with the trip.
- ❖ The **Lodging** radio button (**Section 4 – Expenses**), and associated **Destination** fields appear only when the **Total Business Nights** field (**Section 2 – Trip Information**) contains at least 1 night.
- ❖ If a user enters an amount for an expense type (**Section 4 – Expenses**) and then wants to remove the expense, the value in the associated **Total** field must be deleted before the radio button is unchecked, otherwise the amounts will be added to the **SECTION 4 – EXPENSES SUBTOTAL** field.
- ❖ The **Rate Per Mile** field (within **Mileage Reimbursement for Personal Vehicle Use**) automatically populates only after the **Date** is selected. Also, the form has been updated with the new mileage rate (55.5 cents per mile), effective July 1st.
- ❖ The **TOTAL** field (**Section 4 – Expenses**) displays the amount owed to the traveler (positive amount), or the amount owed to UTSA (negative amount).
- ❖ If using a Travel Advance Card (TAC) to pay for meals and incidental expenses (M&IE) and/or lodging, then a traveler must reduce the purchase amount from the applicable per diem reimbursement rate. See [Reimbursement Rates](#), a section of the Travel Reimbursement FMOG for more information.
- ❖ The completed TRS form should be signed by the Account Administrator/Supervisor. Forms submitted without this signature will be returned.

Travelers can review the [Travel Reimbursement](#) FMOG (section 9: Travel) for more information. Safe travels!

New Travel Advance Request Form, Mileage Rate

A new version of DTS's Travel Advance Request Form became effective as of July 16, 2011.

Travelers should be aware that the new mileage rate approved by the State of Texas for personal vehicle usage is 55.5 cents per mile. This rate is effective as of July 1, 2011.