



Roadrunner Advisor

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Updates to Travel Guidelines, Forms

Travel Card FMOG

The [Travel Card FMOG](#) includes new information regarding:

- State Travel, also known as CLIBA cards will only be issued in the name of the person who submits the application. A Travel Card will not be issued to a department.
- Membership dues to academic groups/clubs should not be charged to Travel Cards.
- Meals and Incidental Expenses (MI&E) are not allowable charges on a CLIBA Card.
- Citibank, the State-authorized Travel Card vendor, provides the CitiManager® web portal, where CLIBA cardholders can perform account inquiries, request statement copies, and obtain cardholder information.
- A Travel Card balance must be paid in full by the payment due date regardless of whether travel has been completed.
- The following forms have also been updated: [Travel Card Maintenance \(TCM\) Form](#) and [CLIBA Card Application Form](#).

Travel Advances FMOG

The [Travel Advances FMOG](#) reflects the following changes:

- DTS will issue Travel Advance Cards (TACs) with the traveler's name embossed on the card.
- TACs can now be issued for students traveling on official UTSA business. These cards will be issued to a faculty or staff member designated as the *Student Advance Responsible Party* who assumes responsibility for reconciling the advance to authorized expenses for each student traveler.
- The TAC is the default travel advance payment method, and should be issued in whole dollar amounts only.
- A new section has been added to the FMOG to address Excess Travel Advance Funds.

The [Travel Advance Request \(TAR\) Form](#) has been revised based on these changes. A PowerPoint training presentation "[How to Complete the Travel Advance Request \(TAR\) Form](#)" explains the details of these changes.

Travel Reimbursement FMOG

Below is a listing of some of the changes made to the [Travel Reimbursement FMOG](#):

- Commercial Air Expenses: Receipt requirements for the reimbursement of airfare and related charges have been clarified.
- Student Travel: A Request for Travel Authorization form must be submitted in order for DTS to process reimbursement for expenses incurred related to athletic/student group travel.
- Improvements have been made to the [Travel Reimbursement/Settlement \(TRS\) Form](#) to make it more user-friendly. You may also want to check out the PowerPoint presentation: "[How to Complete the Travel/Reimbursement Settlement \(TRS\) Form](#)".

DTS Travel Reminders (as of February 2012)

- ✦ Travel Advances issued for the benefit of students will be issued in one complete payment to the responsible party, either by issuing individual TACs for all travelers, or one direct deposit payable to the Student Advance Responsible Party. No split payment methods are allowed per travel advance request.
- ✦ A proxy can be authorized to pick up a check, but DTS will not allow a proxy to pick up a State Travel Card (CLIBA Card/TAC).
- ✦ All funds should be encumbered on a VE5 for all associated trip costs, regardless of payment method selected (CLIBA, Procard, Purchase Order, TAC).
- ✦ Submit a Travel Reimbursement Settlement Form to settle trip expenses and disencumber any remaining balances within 30 days upon returning from a trip.
- ✦ Submit a Travel Advance Request form at least 10 working days prior to departure date.

DTS Welcomes New Teammates

DTS extends a warm welcome to its two newest staff members, Robyn Rigney and Kelly Rock.

Robyn, a lifelong Texan, brings to UTSA and DTS significant experience with Accounts Receivable/Payable as well as Client Services.

Robyn's main function in DTS is the Travel Request Process, including advances and reimbursements. Additionally, she handles CLIBA Card reissues and application maintenance, as well as the disencumbrance of travel funds.

Robyn shares the UTSA workplace with her husband, Robert, who serves the community as a UTSA police officer.

In her spare time away from the office, Robyn enjoys family time with her husband and their two daughters,

"outdoors, near water," she adds with a smile.

Kelly joins the UTSA family and brings her accounting experience to the forefront with her DTS appointment.

In addition to overseeing check runs, check reissues, vendor holds and check pickup verification, Kelly handles NSF's and PO Disencumbrances.

While she enjoys the teamwork and collaborative atmosphere at DTS, she looks forward to family time with her husband, son and three daughters.

An avid gardener with a green thumb for strawberries, tomatoes, beans, lettuce, cabbage and herbs, Kelly also puts that thumb to good use at the bowling alley a few times a week, working to boost her 150 average.

For more information on DTS Staff Duties, visit the [Disbursements & Travel Services website](#), and click on [Contact Us](#) in the right margin.

Welcome ladies!



(L-R) Robyn Rigney and Kelly Rock

TRAVEL TRAINING CLASSES

DTS Staff Members will conduct important training classes for the UTSA community regarding the preparation of travel plans to include Travel Advance, Travel Reimbursement and Travel Cards.

If you are expecting to travel on official UTSA business and are unclear on the proper protocol, visit the [DTS Website](#) for [Training Materials](#), or visit mytraining.utsa.edu for a listing of available classes.

The following travel-related training classes will be conducted in the near future. Visit mytraining.utsa.edu to enroll for any of the classes listed.

AM0572: Travel Advance Process

April 10, 2012: 9am – 11am, Main Campus, Room UC 2.212 – Harris

AM0573: Travel Cards Process

April 17, 2012: 9am – 11am, Main Campus, Room UC 2.03.06-Ash

AM0574: Travel Reimbursement Process

April 3, 2012: 9am – 11am, Downtown Campus, Room BV 4.301B

April 24, 2012: 9am – 11am, Main Campus, Room UC 2.212 – Harris

Rental Vehicles Tax Exempt Form Available for UTSA Staff

DTS announces the addition of a new form to the Financial Affairs forms database. The [Motor Vehicle Rental Exemption Certificate](#) was modified January 18th to allow use of the exemption form for rental vehicles regardless of the payment method.

Rental Car customers on official UTSA business may use this form to claim exemption from payment of motor vehicle rental receipts tax under the Taxes on Sale, Rental and Use of Motor Vehicle Law (Tex. Tax Code Ann. Ch. 152). The Motor Vehicle Rental Exemption Certificate should be present at the time of rental

purchase and should be attached to the rental contract from the rental company.

Please contact Disbursements & Travel Services at 210-458-4213 with questions. Use the link below to view and download the form:

http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=133