



Electronic Workflow for Travel & Expense

Begins Tuesday, November 1, 2016

Travel Authorizations (TA)

- SharePoint/Interim Workflow Solutions are **no** longer required
- Supervisors **must** approve all travel authorizations
- **All** anticipated expenses must be listed on the Travel Authorization (TA), regardless of the method of payment
 - Registration
 - Registration fees will now be charged to Central Liability Individually Billed Account (CLIBA) or Travel Advance Card (TAC)
 - No longer authorized on Procard
 - Lodging
 - Airfare
 - Car Rentals
 - Meal Per diems
 - Incidentals (baggage fees, taxis, etc.)
- Ability to track status of TA in PeopleSoft (PS) with email notifications at action points
- Travel Authorization Form (TAF) required only under certain circumstances, such as:
 - Travel not approved in PS before the first day of travel
 - Significant change in destination/location
 - Change to travel dates greater than 7 days

Expense Report (ER)

- Travel Reimbursement Settlement Form (TRS)
 - TRS form is **no longer required** for most situations
 - Eliminates the redundancy of data entry
 - TRS Form—a modified version has been developed. TRS will be required only under certain circumstances, such as:
 - Employee does not certify own expenses in PS
 - Modified TRS signed by supervisors is required when an expense is not listed on TA and the total difference is more than 10% or \$250 of the amounts approved
- Employee must certify expenses
- Employee must complete one-time Delegation of Authority form:
 - [Travel & Expense Workflow Delegation Form](#) and send to PSSC
 - Employee can delegate certification of expenses to other departmental employee
 - **Requires** the modified TRS form with employee's signature for each trip

- Employee's signature is **required on TRS**; documents agreement to pay expenses
 - Delegate cannot be the individual who creates expense reports
- Travelers will be able to see where their Expense Report is at any point in the process
- Going Paperless—Documents must be **scanned and attached** to ER
 - Lost paperwork will no longer occur
 - Department no longer has to hand deliver documents to DTS
 - Scanned documents become official UTSA documents for open records request and audits
 - Access to supporting documents is readily available in PS

Executive Workflow

- Specific to President's and Vice Presidents' Offices
 - Allows President and VPs to delegate approval to VPBA or Chief of Staff

Cash Advances

- Employee must certify in PS—acceptance of “promise to pay”
- **No delegation allowed**
- Requires Cash Advance Form be attached **only** if amount is greater than \$10,000

Changes related to Audit Observations

- Delegation of Authority—Expense Report Approvals
 - FMOG will be created to provide guidance on appropriate delegation for expenses
- Late submission of Expense Reports (**Approved by CMO**)
 - New Expense Report submission deadlines
 - Due within **30 days** from travel end date (recommended by DTS)
 - **60 days** or more after travel end date
 - Past Due
 - Expenses will be reimbursed, per IRS accountable plan
 - DTS will notify department ER is past due
 - **120 Days or more**
 - Past due
 - Expenses will be reimbursed
 - Total cost of trip will be sent to Payroll for taxation
 - Taxes deducted, will not be reimbursed
 - Staff or department turnover is not an exception for late submission
 - Exception request must be submitted for review to Assistant Controller or designee.

Training

- On-line training course (Travel Authorization and Expense Reports) now available
- In-person training – ongoing
- Refer to Training & Development website for other training opportunities:
www.training.utsa.edu

Website, FMOG and Forms

- DTS and applicable websites are in the process of being updated
- Travel Authorization, Travel Reimbursement and Travel Advance FMOGs are updated
- TRS, TAR and TAF have been redesigned

For more information, contact:

Travel & Expense Workflow Business Process

- **Disbursements & Travel Services contact information:**
 - Send email to DTS at: disbursements.travel@utsa.edu
 - Main line ext. 4213
 - [DTS Contacts](#)

UTSA Travel & Expense Workflow Delegation Form

- **PeopleSoft Support and Sustainment Center Contact Information:**
 - Send email to SPOC at: spoc@utsa.edu
 - Create a [SPOC](#) ticket to attach UTSA Travel and Expense Workflow Delegation Form
 - Main line ext. 7762