Important!

You must check-in to receive credit in your training history

Three ways for you to check-in:
- Click link in Chat Box provided by facilitator
- Use QR code (open camera on your smart phone)
- Open your browser and type in the web address below

https://mytraining.utsa.edu/apps/checkin

If you get an alert that you are not enrolled in the class, please let your facilitator know.

Enjoy your class!
Travel Reimbursement Process (PS 0310)

Disbursements & Travel Services

disbursements.travel@utsa.edu

(210) 458-4213 Main Line   (210) 458-4236 Fax Line

Summer 2022
1. Introduction
2. Objectives
3. Travel Reimbursement Rules
4. Travel Authorizations
5. Expense Reports
6. How to Modify an Expense Report
7. Scanning Requirements
8. Additional Resources
9. Questions
Learning Objectives

This course is designed to review the Travel Authorization and Travel Reimbursement sections of the Financial Guidelines (FG) and demonstrate how to manage the travel reimbursement processes within the Travel and Expenses (T&E) module.

After completing this class, you will be able to:

• Recognize and apply general travel rules and regulations
• Create and approve employee travel authorizations in PeopleSoft
• Create, certify and approve expense reports to settle employee travel and non-travel related expenses
Purpose

• UTSA will pay and/or reimburse travel costs incurred while traveling on official University business when it has been authorized.

• Travel reimbursement guideline is applicable to:
  - All employees
  - UTSA Students (study abroad, student teaching, internships, practicums, athletes, etc.)
  - Prospective employees (employment interviews)
  - Prospective students (recruitment visits)
  - Consultants (provide professional services)
Authority

- State of Texas Travel Regulations Act
- General Appropriations Act
- Rules and Regulations of UT System Board of Regents’
- State Comptroller of Public Accounts (Travel Act)
- Internal Revenue Service (IRC Rule 162 and various rules)
- U.S. General Services Administration (GSA)
- UT System wide requirements for use of the contracted travel and car rental agencies
Reimbursement Accountability

UTSA follows the IRS rules for an Accountable Plan which allows amounts paid to be non-taxable to the traveler. Amounts paid must meet below criteria:

- Authorized travel must have a business connection
- Travel expenditures must be substantiated and accounted for within 30 days after travel has been completed
- Any advance amount paid in excess must be returned to UTSA within 30 days after travel has been completed

IRS - Publication 463 Accountable Plan
Requirements

• Travel must be for official UTSA business
• Travel must be planned to achieve maximum savings and efficiency
• Travel must be the lowest cost to the State considering all relevant circumstances
• Funding must be available for estimated expenses
• Prior travel approval necessary (Travel Authorization)
• Reimbursable expenses (Expense Report): lodging, transportation, M&IE (meals and incidental expense), registration fees, incidentals while in travel status
Funding Sources

• 31xx - Designated Funds (for travel)

• 21xx - State Appropriated General Funds

• 51xx – 54xx- Grants & Contracts: requires Office of Post Award Administration (OPAA) approval

• 55xx - 56xx - Restricted Funds: No longer requires approval from Accounting
Types of Travel

- In-State – have account codes that begin with 621XX
- Out-of-State – have account codes that begin with 622XX
- Foreign/International – all expenses: use 62251
# Account Codes:

**Most Commonly Used Travel Account Codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>62101</td>
<td>Travel</td>
<td>In-State</td>
<td>Public Transportation (airfare, bus/shuttle, taxi, subway, car rental, lyft,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>uber, etc.)</td>
</tr>
<tr>
<td>62102</td>
<td>Travel</td>
<td>In-State</td>
<td>Mileage</td>
</tr>
<tr>
<td>62105</td>
<td>Travel</td>
<td>In-State</td>
<td>Incidental Expenses (taxes, tips, gas, phone, wifi, etc.)</td>
</tr>
<tr>
<td>62106</td>
<td>Travel</td>
<td>In-State</td>
<td>Meals &amp; Lodging Expenses (not to exceed GSA per diem rates)</td>
</tr>
<tr>
<td>62109</td>
<td>Travel</td>
<td>In-State</td>
<td>Parking Fees</td>
</tr>
<tr>
<td>62201</td>
<td>Travel</td>
<td>Out-of-State</td>
<td>Public Transportation (airfare, bus/shuttle, taxi, subway, car rental, lyft,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>uber, etc.)</td>
</tr>
<tr>
<td>62202</td>
<td>Travel</td>
<td>Out-of-State</td>
<td>Mileage</td>
</tr>
<tr>
<td>62205</td>
<td>Travel</td>
<td>Out-of-State</td>
<td>Incidental Expenses (taxes, tips, gas, phone, wifi, etc.)</td>
</tr>
<tr>
<td>62206</td>
<td>Travel</td>
<td>Out-of-State</td>
<td>Meals &amp; Lodging Expenses (not to exceed GSA per diem rates)</td>
</tr>
<tr>
<td>62209</td>
<td>Travel</td>
<td>Out-of-State</td>
<td>Parking Fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Foreign (All) Excludes Canada and Mexico</strong></td>
</tr>
<tr>
<td>62251</td>
<td>Travel</td>
<td>Foreign</td>
<td>All employee foreign travel expenses (airfare/transportation, lodging, meals,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>incidentals, etc.)</td>
</tr>
<tr>
<td>62305</td>
<td>Travel</td>
<td>Foreign</td>
<td>All student foreign travel expenses</td>
</tr>
</tbody>
</table>
# Account Codes:

## Non Employee / Participant Travel

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>60101</td>
<td>Travel</td>
<td>Non-Empl/Participant Non-Employee/Non-Student/Participant Travel (No 1099)</td>
</tr>
<tr>
<td>60102</td>
<td>Travel</td>
<td>Non-Empl/Participant Non-Resident Alien-Non-Employee/Non-Student/Participant Travel</td>
</tr>
<tr>
<td>62304</td>
<td>Travel</td>
<td>Non-Empl/Participant Student Travel-Non-Employee/Non-Participant Travel &amp; Registration</td>
</tr>
<tr>
<td>62306</td>
<td>Travel</td>
<td>Non-Empl/Participant Participant Travel Student Non Employee (Grants)</td>
</tr>
<tr>
<td>62402</td>
<td>Travel</td>
<td>Non-Empl/Participant Prospective Employee/Recruitment of Prospective Graduate Students Travel</td>
</tr>
<tr>
<td>67617</td>
<td>Travel</td>
<td>Non-Empl/Participant Recruitment of prospective students, excluding athletic / recruitment and graduate student recruitment</td>
</tr>
</tbody>
</table>

## Miscellaneous Travel

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>62450</td>
<td>Travel</td>
<td>All Domestic Travel Apartment/House Rental</td>
</tr>
<tr>
<td>62451</td>
<td>Travel</td>
<td>All Domestic Travel Travel Domestic</td>
</tr>
<tr>
<td>67625</td>
<td>Non Trvl</td>
<td>Educ Program Support (GRANTS) - used for student/participant local conference registration etc.</td>
</tr>
</tbody>
</table>
### Account Codes:

<table>
<thead>
<tr>
<th>Miscellaneous Accounts</th>
<th>Requires a BEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>67645 Registration Fees - Employee Training</td>
<td>67102 Social Club Dues</td>
</tr>
<tr>
<td>54450 Employee Moving Expense - Taxable (to Payroll)</td>
<td>67106 Business Meetings/Official Occasions</td>
</tr>
<tr>
<td>62499 Employee Moving Expense - Non-Taxable Trvl Adjust for CNV</td>
<td>67107 Student Official Occasions</td>
</tr>
<tr>
<td>67623 Participant fees</td>
<td>67108 Plants/Flowers</td>
</tr>
<tr>
<td>64034 Only for rental vehicles (non-travel)</td>
<td>67117 Meals/Refreshments/Expenses for Conferences, Workshops and Seminars</td>
</tr>
<tr>
<td>60106 Consultant Fee</td>
<td></td>
</tr>
<tr>
<td>60182 Lecturers and Honorariums</td>
<td></td>
</tr>
<tr>
<td>63006 Medical Supplies</td>
<td></td>
</tr>
<tr>
<td>67101 Membership Dues</td>
<td></td>
</tr>
<tr>
<td>63001 Consumable Non-Office Supplies</td>
<td></td>
</tr>
<tr>
<td>63003 Office/Computer Supplies</td>
<td></td>
</tr>
<tr>
<td>63141 Software</td>
<td></td>
</tr>
<tr>
<td>64101 Copying/Printing Expenses</td>
<td></td>
</tr>
<tr>
<td>63002 Postal Charges</td>
<td></td>
</tr>
<tr>
<td>60373 Freight Charges</td>
<td></td>
</tr>
<tr>
<td>63201 Subscriptions</td>
<td></td>
</tr>
<tr>
<td>63004 Food for Research Only</td>
<td></td>
</tr>
<tr>
<td>67605 Document Fees (present paper)</td>
<td></td>
</tr>
</tbody>
</table>
Travel Authorization (TA)

• The Travel Authorization (TA) is used to authorize travel for UTSA employees

• For Student Travel visit the Student Travel Policy page for information and requirements

• Non-employees who are traveling on UTSA business are not required to complete a TA, but must have a written agreement (such as a contract/PO) indicating that UTSA will reimburse or pay non-employee travel expenses
Travel Authorizations (cont’d)

• Must be final approved before incurring any of the travel expenses and before day one of travel

• **Cannot** create or approve after day one of travel in PeopleSoft

• Required for travel advances and travel reimbursements

• All estimated expenses must be encumbered and included regardless of method of payment (e.g., airfare, registration fees, lodging, car rental/mileage, meals, incidentals, etc.)
Meals & Incidentals (M&IE)

- UTSA adopted the GSA per diem reimbursement rates and are found on the GSA website.
- Partial per diems are granted on first and last day of domestic travel.
- Per diem includes incidental cost of $5.
- Per diems may be reduced by department.
- Meal receipts required if per diem rates are exceeded (for domestic and foreign travel).
Reimbursement Rates (cont’d)

Partial per diems (75% of full per diem) on first and last day of travel applicable to domestic travel

<table>
<thead>
<tr>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/ Breakfast ²</th>
<th>Lunch ²</th>
<th>Dinner ²</th>
<th>Incidental Expenses</th>
<th>First &amp; Last Day of Travel ³</th>
</tr>
</thead>
<tbody>
<tr>
<td>$59</td>
<td>$13</td>
<td>$15</td>
<td>$26</td>
<td>$5</td>
<td>$44.25</td>
</tr>
<tr>
<td>$64</td>
<td>$14</td>
<td>$16</td>
<td>$29</td>
<td>$5</td>
<td>$48.00</td>
</tr>
<tr>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
<td>$51.75</td>
</tr>
<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
<td>$55.50</td>
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<tr>
<td>$79</td>
<td>$18</td>
<td>$20</td>
<td>$36</td>
<td>$5</td>
<td>$59.25</td>
</tr>
</tbody>
</table>


Meal Per Diem Tips

• Allowable per diems are published on GSA website (M&IE and Lodging) for domestic and foreign travel
  
  GSA incorporates:
  o U.S. Department of State rates for international travel

• Partial per diems for first and last day of travel applies to domestic travel
• Departments are allowed to reimburse at a lower rate than the published GSA per diem rates
  o Note: Traveler must be notified in advance of travel
• Departments may group per diem if travel completed in 6 days or more – otherwise itemize per diem per day if travel completed in 5 days or less
Lodging

- Lodging per diem rates may be found on GSA website
- Provide lodging rate increase justification if per diem is exceeded (notate on TA and Expense Report)
- Lodging expenses incurred the night before official business has started and the night after official business has ended is reimbursable
- Itemized lodging receipt is required as supporting documentation
- Departments may group lodging expenses if travel completed in 6 days or more – otherwise itemize lodging per night if travel completed in 5 days or less
Lodging (cont’d)

• The State Travel management Program (STMP) has contracted with online reservation provider Hotel Engine to offer booking in Texas and globally. Because booking through Hotel Engine is optional for Higher Education institutions, UTSA has opted out at this time. Travelers must continue to book hotels nearby business points. Travelers must always request government rate or State rates when available or lowest cost to the State.

• Shared lodging: each traveler is reimbursed for their share of the lodging expense

• Present Texas Hotel Occupancy Tax Exemption Certificate when checking in: https://www.utsa.edu/financialaffairs/resources/forms/038.html
Texas Hotel Occupancy Tax Exemption Certificate

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

☐ United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

☐ Texas State Government Officials and Employees. (An individual must present a Hotel Tax Exemption Photo ID Card.) Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.

☐ Charitable Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

☐ Educational Entities. Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

☐ Religious Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

☐ Exempt by Other Federal or State Law. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)               Hotel name

Guest signature                        Date

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.
Lodging (cont’d)

Lodging rate increase justifications:

- Safe lodging not available for less than or equal to the maximum lodging reimbursement rate
- Conference Hotel
- Recommended Hotel
- Decreased total cost of travel (car rental, parking) when paying with Grant or State funds (21xx, 51xx & 54xx funds)
- Increase must be approved by supervisor and included on TA
Transportation

Traveling within Bexar County or Designated Headquarters:

- Travel Authorization (TA) is not required
- Mileage/Parking log for travel is required
  - Can be submitted to Fiscal Services to process reimbursement
  - Do not attach MapQuest printout
  - There is no cap on amount to reimburse
Transportation (cont’d)

Mileage paid for personal vehicle use while conducting official University business:

• Mileage Rate of 62.5 cents per mile (July 1 – December 31, 2022)
• Mileage Rate of 58.5 cents per mile (January 1 - June 30, 2022)
• Traveling to and from the airport
• Traveling within Bexar County or designated headquarters
• Traveling outside of Bexar County or designated headquarters
  o Must be authorized to travel / approved TA required
Transportation (cont’d)

Mileage reimbursement is not allowed while conducting official University business if the traveler:

- VP/Dean
- Base salary has been adjusted to include a car allowance
- Receives supplemental pay as a car allowance
- Use of car rental
- Between UTSA campuses unless repetitive business-related trips is approved by the appropriate VP or on a case-by-case basis.

*HOP 4.28 Assignments UTSA Campuses and Associated Locations, or routine lunches within Bexar County.*
Transportation (cont’d)

Parking

• Reimbursable when attending meetings or training at off-site locations
• Event occurs within Bexar County or designated headquarters and no additional meal cost included otherwise submit a Business Expense Form (BEF)
• Can be reimbursed at Fiscal Services with an approved Mileage/Parking Log
• Requires original/electronic receipts
Transportation (cont’d)

• Mass Transit, Taxi or Limousine (include appropriate tips; attach receipts as supporting documentation)
• Bus
• Taxi
• Subway
• Train
• Other (ferry, water taxi, lyft, uber, etc.)
Transportation (cont’d)

UTSA requires the use of approved travel agencies:

• Corporate Travel Planners (CTP)
  ut-ctp.com/utsa/
  *updated supplier ID for CTP effective 9/25/20 – please use: 0000113119*

• Anthony Travel, Inc. (ATI)
  utsystem.anthonytravel.com/

Note: Failure to comply with this requirement will result in non-compliance consequences
Benefits in using State and UTSA vendors:

- Assistance with negotiating restriction waivers, priority wait listing, lower fares, locating lost baggage
- Void, refund and exchange tickets
- 24-hour emergency travel service
- Automatically enroll international travelers in On Call International
Transportation (cont’d)

Commercial Air

Travelers may use any airline, but are encouraged to take advantage of the additional UT System discounts negotiated with:

• Southwest (preferred vendor)
• American
• Delta
• United

*Note:* Use State Card to procure airfare funded with State or federal funds (effective 1/24/17 Texas Gov’t Code 20.413)
Transportation (cont’d)

Rental Vehicles

• Travelers may select one of the following State Contracted Vendors: https://www.utsa.edu/financialaffairs/dts/vendors.html
  o Enterprise/National Holdings
  o Avis/Budget
  o Hertz

Travelers may complete the car rental reservations by directly contacting the approved car rental agency, making reservations online at the car rental agency website, or by using one of the approved travel agencies or Concur.
Transportation (cont’d)

Reimbursable expenses may include:

• GPS Navigation System
• Gas fill-up service
• Insurance charges for non-State contracted rental only
• Additional driver charges: The additional driver must also be a UTSA employee and the reason for charge must be business related.

Note: Always present Motor Vehicle Rental Exemption Certificate
Motor Vehicle Rental Exemption Certificate

https://www.utsa.edu/financialaffairs/resources/forms/084.html
Transportation (cont’d)

Tolls
- Reimbursable if paid by a UTSA employee on official UTSA business
- Receipts not required

Non-reimbursable charges for Rental of Vehicles:
- Failure to use the approved car rental agencies
- Expenses incurred for personal use
- Insurance charges (for State contracted rentals only)
- Additional driver costs (if not UTSA employee)
Exceptions

Notate in comments section of ER (Expense Report) the reason a UT System wide approved travel and/or car rental agency was not utilized:

- Contractor not available
- Contractor sold out

Exceptions authorized for Non-Use of Mandated Travel Agencies:

- Travel Paid by an outside entity
- Emergency situations (flood, hurricane, etc.)
- The contracted travel agency is unable to provide an airfare within $100 of a lower fare available from an alternate travel provider, with apples-to-apples comparison (this exception requires advance approval of the Assistant VP, Supply Chain or Director of DTS)
Non-Compliance Consequences

All travelers are required to use the approved travel and car rental agencies. Failure to comply with this requirement will result in the following implications:

- 1\textsuperscript{st} Violation: Management, including VP will be notified. Traveler and travel arranger will receive a reminder with copy of guideline. Attending a travel information session will be encouraged.

- 2\textsuperscript{nd} Violation: Management, including VP will be notified. Traveler and travel arranger will receive second reminder. Prior to future travel, both traveler and travel arranger will be required to submit memo to VP explaining why approved agencies were not used.

- 3\textsuperscript{rd} Violation: Management, including VP will be notified. Traveler will not be reimbursed for non-compliant trip expenses. Traveler will be suspended from future travel until allowed by the VP. Multiple infractions (three or more) of this policy will be handled by the appropriate VP consistent with progressive disciplinary process.
Registration Fees

• Reimbursement of conference, seminar, workshop, and training fees after completion of attendance

• Travel related registration must be associated with a TA (excludes registration for conferences within the employee’s designated headquarters)

• Submit receipt as proof of payment

• Departments must use the One Card to pay for purchasing and travel-related expenses
Other Reimbursable Expenses

- Shipping charges
- Official business-related telephone call fees
- Baggage fees
- Internet usage fees
- Business supplies/materials

*Note:* Receipts must be attached to ER as supporting documentation.
Other Reimbursable Expenses (cont’d)

- Attendant care expenses for travel if such care is deemed medically necessary by a licensed physician: Applicable for travelers with disabilities

- Travel expenses for prospective employees/students and consultants

- Travel expenses for Athletic team and Student group travel
Washington DC Travel

• Report to the Office of State Federal Relations (OSFR):
  o If travel applies to activities that involve obtaining or spending federal funds or that impact federal policy
  o If travel is funded by State or grant funds (funds 21xx, 51xx, 52xx)

• Submit/email to: OSFR@gov.texas.gov
• Attach form to electronic TA or Expense Report if TA was not approved timely.
**State Funded Travel to DC form**

<table>
<thead>
<tr>
<th>City</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**TRAVEL INFORMATION**

| Agency Name |       |

<table>
<thead>
<tr>
<th>Travelers' Names (including titles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
</tbody>
</table>

| Date Arriving in DC (MM/DD/YY) | Date Departing from DC (MM/DD/YY) |

**PERSON REPORTING TRAVEL AGENDA**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Address (cont.)</td>
<td></td>
</tr>
</tbody>
</table>

**CONGRESSIONAL/FEDERAL GOVERNMENT OFFICES TO BE VISITED**

| Date (MM/DD/YY) | Person to Visit | Organization to Visit |

**Purpose of Visit (i.e. meet & greet, meet about an issue, attend conference, etc.)**

If the traveler will be giving testimony to Congressional Committee of Agency Rule-Making Authority, please provide OSFR with an advance copy of the testimony. Thank you.

Texas Office of State-Federal Relations
660 Pennsylvania Ave SE, Suite 203
Washington, DC 20003
Phone: (202) 639-9267

Please complete this form and email it to OSFR@gov.texas.gov
Washington DC Travel e-Notifications

• Automated e-notifications sent to travelers with Washington DC destination upon submission of a Travel Authorization in PeopleSoft.

Dear ________________:

You are receiving this email because you recently requested approval to travel to Washington D.C. Because The University of Texas at San Antonio is a state agency, you must report Washington, D.C. travel to the Office of State-Federal Relations (OSFR). Furthermore, if Washington, D.C. travel includes activities that involve obtaining or spending federal funds or that impact federal policy complete form State-Funded Travel to DC before your trip and email it to OSFR@gov.texas.gov. Attach proof of submitted form to Travel Authorization # ____________________ or to Expense Report upon settlement.

For more information about travel to Washington, D.C., please visit resources below.

Safe travels!
Spousal Travel

• Spousal travel only reimbursable when travel is deemed for a business purpose.
• Must be in accordance with UTS120 spousal policy
• UTS120 includes rules for travel for presidential spouse and other University employees.
• Prior written approval by the President is required.
• Spousal travel must also be in accordance with University travel guidelines. Includes completion of a TAF ahead of travel.
Foreign Travel

• Use OANDA’s average conversion rates if exchange rate is not listed on receipt(s): oanda.com/currency/average
  o Do not attach OANDA printouts (state the conversion rate on the ER)

• UTSA Travel Policy: https://global.utsa.edu/international-travel/

• On Call International:
  https://www.myoncallportal.com/
  https://www.utsystem.edu/offices/risk-management/call-international
International Travel e-Notifications

• Automated e-notifications are generated to travelers for destination to a foreign country upon submission of a Travel Authorization in PeopleSoft.

• Alerts travelers of requirements and restrictions and additional approvals to restricted regions

• Provides information including what you can take with you, activities you may engage in, security best practices, and more.
Cancellation, Lost, Stolen or Fees Incurred due to Travel Changes

A traveler may be reimbursed for:

- Change in business needs
- Natural disaster
- Personal emergency or illness

*Note:* The creator must specify the reason for the cancellation in the comments section of the Expense Report and attach the receipt as proof that the cancellation charge has been paid.
TRAVEL AUTHORIZATIONS
Travel Authorization Roles

• Creator
  o Creates TA in PeopleSoft
  o Budget checks
  o Submits TA

• Traveler’s Supervisor Approval
  o Must approve when all expenses have been included

• Budgetary Approval (Cost Center/PI or Principal Investigator)

• Other Approvals (Grants/Project Manager if not PI/OPAA or Capital Projects) and TA will also route to Research Compliance for those traveling to foreign countries or high-risk areas

• No back office involvement
TA Navigation in PeopleSoft
Creating a Travel Authorization

Select Create Travel Authorization tile from the Travel & Expense Home Page
Creating a Travel Authorization (cont’d)

1. Select **Business Purpose**
2. Enter **Description**
3. Select Search **Default Location**
4. Select travel dates from and to (**Date From & Date To**) 
5. Select **Benefit** 
6. Select **Disposition of Duties**
US UTSA Undisclosed Location

- Enhancement effective January 15, 2022
- Option applicable to researchers
- Can be used for domestic and foreign travel
Creating a Travel Authorization (cont’d)

7. Select expense Date
8. Select Expense Type
9. Enter a Description
10. Select Payment Type *(always) use Paid by Employee*
11. Enter the Amount to encumber

Example: Attach copy of budget or pre-approval of excess lodging
Creating a Travel Authorization (cont’d)

12. Select **Accounting Detail** arrow to view the ChartField information for a single expense type line item

13. Enter the **SpeedChart** to update the accounting information for that line
Creating a Travel Authorization (cont’d)

14. Select + to add additional rows

15. Select **Quick-Fill** to add expense types and/or a date range

16. Select **Save for Later** and the Authorization ID will appear
Default Accounting

To return to the Travel Authorization Entry page select OK.
Creating a Travel Authorization (cont’d)

17. Select **Budget Options**

18. Select **Budget Check**

19. Once the budget status is Valid, select **OK**
20. Select **Summary and Submit** which will auto generate the Authorization ID (TA #)

21. Select **Submit Travel Authorization**

22. Select **OK**

**TIP:**
The TA# is a required field and needed when booking travel in Concur (online booking tool).
Request Approval for Travel Authorization

Notice the notification in red indicating that the TA has been submitted for approval.

TIP:
Select the **Refresh Approval Status** button to view the current approval stage and approval history.

TIP:
Able to withdraw the Travel Authorization for modification by selecting the Withdraw Travel Authorization button.
Approvers’ TA Action Buttons

Approvers must review the TA before approving. The TA must list all travel expense types and include encumbrance estimates (e.g. airfare, lodging, registration fees, per diems, & incidentals).

- **Approve** – Moves the TA to next workflow stage
- **Deny** – requires the TA be re-entered
- **Send Back** – Sends the TA back to the Creator
- **Hold** – Holds the TA in its current status
Approvers' Access Methods

• Approvers can access the Travel Authorization through the following:
  
  o E-NOTIFICATION (recommended method)
  
  o APPROVALS TILE
  
  o NOTIFICATIONS / ACTIONS BELL
Access Method: Emailed Notifications

Approvers can access the TA through the received e-notification (recommended). Emails will be generated with a direct access link. (Logging into PS required.)
Access Method: Approvals Tile

The approvals tile is accessible through your Employee Self-Service/Home Page or the Travel & Expense Home Page
Access Method: Approvals Tile

Select Travel Authorizations from the View By column
Access Method: Notification / Actions Bell

- Select the **Notification/Actions Bell** (upper right-hand corner of landing page)

- Select the TA to approve from list of transactions
Travel Authorization Status

Navigate to Travel & Expense Home Page and then click on View Travel Authorization tile.
Travel Authorization Status (cont’d)

Enter the Travel Authorization ID or use the search criteria from the drop-down list

Select **Search**
Travel Authorization Status (cont’d)

• View Status column

OR

• Select an Authorization ID from the list to view the Approval History
Travel Authorization Status (cont’d)

Status Column:

**In Process** – pending workflow

**Submitted** – pending workflow

**Approved** – okay to travel or book travel

**Denied** – denied by an approver

**Closed** – TA was either associated with an Expense Report, or manually closed
Travel Authorization Workflow Information

Select the Authorization ID to view and scroll to the bottom of the page to view the **Pending Actions** or **Action History**. This example shows all approvals have been obtained (see green checkmark).
Travel Authorization

• Travel funded by state or federal funds, where lodging exceeds the GSA rate, must be indicated as such in the TA by noting pre-authorization in the COMMENT field.

• All travel expenses must be listed and encumbered on TA regardless of method of payment (e.g. airfare, registration fees, lodging, car rental/mileage, meals, incidentals, etc.)

• Supervisor must approve TA authorizing all travel-related costs.

• Pay for registration fees (local or travel-related) using a One Card.
Travel Authorization Form

• When is a TAF (Travel Authorization Form) required?
  o Travel Authorization was not electronically approved in PeopleSoft (PS) before first day of travel (DTS will be tracking occurrences to move towards minimizing them) attach TAF to ER
  o Change of travel dates is 7 days or greater
  o (Significant) change to destination
  o Add a missing expense item/change encumbrance
  o Change funding source

• Send email to DTS inbox (disbursements.travel@utsa.edu) with the TAF form (include TA#, EID, name of traveler, destination and trip dates)
Travel Authorization Cancellation/Deletion

• To *cancel* an **approved** TA, department must first ensure to disassociate the approved TA from the Expense Report in *pending status*; provide both document numbers to DTS so that they can be closed out and deleted in PS

• To *delete* an **unapproved** TA, ensure to first WITHDRAW or SEND BACK if pending workflow

• Send email to DTS inbox ([disbursements.travel@utsa.edu](mailto:disbursements.travel@utsa.edu)) to cancel travel (include TA# and name of traveler)
How to Create an Expense Report
Types of Expense Reports

- Expense Reports are processed to reimburse **employees** for “travel” and/or “non-travel” expenses (i.e. business meals, office supplies, etc.).
- Options available when creating an ER using **Quick Start:**
  - If reimbursing *travel expenses* (“populate from TA to ER; select “A Travel Authorization;” click GO)
  - If reimbursing *non-travel expenses* (no need to select an option)
  - If creating a new ER from an existing ER (populate from “An Existing Report;” click GO)
  - If reimbursing for recurring monthly expenses (populate from a template by selecting “A template;” click GO)
  - **DO NOT USE OPTION:** “Entries from My Wallet”
Navigation to Create an Expense Report
Creating an Expense Report

Select Create Expense Report tile from the Travel & Expense Home Page
Create an Expense Report (cont’d)

Steps 1-3 are only applicable to *travel* reimbursements

1. Select **A Travel Authorization** from the Quick Start menu

2. Select **GO**

*Quick Start*: Allows you to create an Expense Report from one of the listed drop-down options
Create an Expense Report (cont’d)

3. Select the Travel Authorization to settle
Create a Travel Expense Report (cont’d)

4. Add Reference (e.g. TAF, TA#)
5. Add Comments
6. Include Attachments of support documentation (e.g. airfare, lodging, parking, incidental and other required receipts)
Create a Travel Expense Report (cont’d)

7. Select **Default Accounting for Report** to change the ChartField information for all expense lines.

8. Select the expense date (should be within travel period).

9. Select **Expense Type**

10. Enter the expense **Description**

11. Select **Payment Type** (Always select **Paid by Employee**)

12. Enter **Amount Spent**
Apply a Cash Advance to a Travel Expense Report

Select Apply/View Cash Advance(s) from the Actions dropdown menu and select GO
Apply a Cash Advance to a Travel Expense Report

Enter, Search or Select the Advance ID to apply

Select OK

The Advance is now applied to the Expense Report
Apply a Cash Advance to a Travel Expense Report

The **Total Applied** should be less than or equal to the **Total Due Employee**.
Create a Travel Expense Report (cont’d)

Select **Save for Later**

Selecting **Save for Later** will auto generate the **Report ID**

The **Report ID** is the Expense Report number
Create a Travel Expense Report (cont’d)

13. Select the **Budget Options** link

14. Select **Budget Check**

15. Select **OK** (once the **Budget Checking Header Status** is Valid)
How to Create a Travel Expense Report (cont’d)

16. Select **Summary and Submit** link

17. Select **Submit Expense Report**

18. Select **OK**
How to Create a Travel Expense Report (cont’d)

Routing of document:

Document will first route to traveler, employee or proxy for certification once the ER has been successfully “submitted” by the creator.

Employee/proxy will receive an e-notification that includes link with direct access to document.
Add an Ad hoc Approver to the Workflow Path

Click on Workflow History Link.
Add an Ad hoc Approver to the Workflow Path

Click on “+” sign under history workflow of an Expense Report (use “Approver” navigation)
Add an Ad hoc Approver to the Workflow Path

• An approver can “ad hoc” another approver as either “Reviewer” or “Approver”

• Key in Employee ID or use Search Feature

• “Reviewer” option → viewing

• “Approver” option → requires action

• Click “Insert” button
Workflow – Expense Report

Expense Report Created
- Attach documentation
  - For certain exception situations: Modified TRS Form
  - Receipts
  - Budget checks
  - Submit

Traveler/Employee (or Proxy) Certifies
- Cost Center
- Principal Investigator

Budgetary Approval

Other Approvals
- Grants – PM (Project Mgr., if not PI)/RSC
- Capital Projects – PM

DTS Approval

Email Notification

Email Notification

Email Notification

Email Notification

Approved Expense Report

Payment

- Travel is closed
- Encumbrance is released
Approvals/Certification

- Traveler or Employee must certify
  - Traveler/Employee will have the option to delegate the certification of expenses in PS to another departmental employee (complete Travel and Expense Workflow Delegation Form and submit to BIS/UTS)
  - If traveler/employee decides to delegate the certification of expenses, the TRS form is required and must be signed by the employee (each trip)
- Budgetary Approval(s)
  - Cost Center/Project IDs (Grants and Capital)
  - OPAA (Office of Post Award Administration) (51xx – 54xx funding sources)
- Supervisor approval (TRS form) is required if trip expenses are more than 10% or $250 of the Travel Authorization amount, whichever is higher
Certification of Expenses

Expense Report Employee Certification:
I certify that the expenses are just, true and correct and were incurred by me while on University business on dates shown on supporting documentation. I also certify that expenses claimed as reimbursable were not for personal use/gain or considered as an unallowable expense according to the disbursing UT University guidelines or respective funding agency. In the event of an overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the disbursing UT Institution immediately.
Approvers' Access Methods

• Approvers can access the Expense Reports through the following:
  
  o E-NOTIFICATION (recommended method)
  
  o FINANCIAL APPROVALS TILE
  
  o NOTIFICATIONS / ACTIONS BELL
Access Method: E-notifications

- An e-notification will be sent to **traveler or proxy** to certify expenses, and then to all other **budgetary approvers within the workflow path** when document is ready to be approved. Email includes link. *(Recommended access method).*
Access Method: Approvals Tile

The approvals tile is accessible through your Employee Self-Service/Home Page or the Travel & Expense Home Page.
Access Method: Approvals Tile

Select Expense Report from the View By column
Access Method: Notification / Actions Bell

– Select the **Notification/Actions Bell** (upper right-hand corner of landing page)

– Select the Expense Report to approve from list of transactions
Action buttons for Approvers

- Traveler/proxy and budgetary approvers must review and ensure supporting documentation has been attached to PS before certifying or approving document.
  
  - **Approve** – Moves document to next workflow stage
  
  - **Reviewed** – Used only by the Traveler (or their proxy) to certify their expense report
  
  - **Send Back** – Sends the document back to the Creator
  
  - **Terminate** – requires the document to be re-entered
  
  - **Hold** – Holds the document in its current status
Expense Reports - Late Submissions

• If an Expense Report is submitted 120 days or more after the travel date:
  o Expense will be reimbursed
  o The full amount of trip or non-travel related expenses will be processed as taxable income to the employee
  o Once taxation has occurred, it will not be reversed
  o Exceptions will only be granted for the “rare” case when an individual was not reasonably able to submit the Expense Report (e.g. extended illness)
  o Department turnover in administrative staff will not be approved as an exception
  o If the employee has a reasonable explanation for the past due submission, an exception may only be granted by the Assistant VP for Supply Chain or designee
Time for a Break
How to Modify (Create/Modify) an Expense Report

(Use option if document is “Sent Back” or in “Pending” status)
Navigation in PeopleSoft
How to Modify an Expense Report

Select Find an Existing Value

Enter the Report ID number or use the Search Criteria
How to Modify an Expense Report (cont’d)

The expense report is ready to modify or correct.

Budget Check as applicable

Submit ER after necessary corrections completed. ER will reroute to traveler/proxy for certification and then budgetary approval.
Timely Submission of Expense Reports (ER)

• Submit/settle ER 30 days from travel end date (or expense occurrence)

• If ER is submitted 60 days from travel end – considered past due; will be reimbursed with notification to department that item was considered past due

• If ER is submitted 120 days from travel end – will be reimbursed but entire trip will be considered taxable income to employee
T&E e-Notification Reminders

- Automated e-notification reminders are generated for all outstanding documents that require “certification or approval” action at 7, 14, 30, 60 and 90 days after submission date

- Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journal Vouchers and AP vouchers
Expense Report FAQ’s

• Process Expense Report or Non-PO Voucher as applicable

• Reimbursement will be processed within 10 business days upon receiving a complete and correct Expense Report that includes all supporting documentation

• Reimbursement payment method:
  • Will default according to HCM preferences in employee profile
Expense Report FAQ’s

If returning excess travel advance funds to UTSA:

- Complete deposit transmittal form and submit to Fiscal Services [https://www.utsa.edu/financialaffairs/resources/forms/012.html](https://www.utsa.edu/financialaffairs/resources/forms/012.html)
- Include name of traveler
- Include departmental Speed Type/Cost Center
- Include description field: e.g. 1234 (travel Advance ID number)
- Include account code: 11650

*Note: Please contact DTS for additional information on populating this form*
Cash Advances Processed Via Non PO FAQ’s

• Typically issued to student athletic teams
• Non PO vouchers issued to coaches
• Clearing account code used: 11704
• Method of payment: CHECK
• Check sent to Fiscal Services for cash pick up
• Any excess cash requires to be deposited at Fiscal Services and coded to 11704
• Department submits required supporting documentation to disbursements.travel@utsa.edu (reference TA#, Non PO #, employee name, expense and deposit receipts)
DEPOSIT TRANSMITTAL FORM

- Return unused funds to Fiscal Services by completing a Deposit Transmittal Form within 30 days of return of trip
- Include CA #, employee name and use account code 11650
- Include NonPO#, employee name and use account code 11704
- Send copy of deposit receipt to DTS as part of the settlement documentation to reconcile open cash advance
- Attach copy of deposit receipt and apply CA# to the Expense Report as part of settlement documentation to reconcile open cash advance
Expense Report Workflow Status Queries

Expense Report Workflow Status Query:
• **UTS_EXP_PND_STAT_WF_PRMPT_MOD** Departments must review open encumbrance Travel Authorizations for department travelers.
• Queries are available in production:
  • By Cost Center: **UTS_TE_TAUTH_OPEN_ENC_BY_CC**
  • By Department: **UTS_TE_TAUTH_OPEN_ENC_BY_DEPT**
  • By Project ID: **UTS_TE_TAUTH_OPEN_ENC_BY_PROJ**

Navigation to queries: Log in to PS; Go to Navigator; then navigate to Financials/Reporting Tools/Query/Query Viewer
Scanning Requirements
Scanning Requirements

• Scan Supporting Documentation:
  – Retain original copies at the department level for twelve months (12) months
  – Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Request
Scanning Requirements (cont’d)

• Specific Scanning Requirements:
  – Layout of all scanned documents must be in upright position/portrait (scan landscape, if applicable)
  – Scanned document images must be legible
  – Supporting documentation with multiple pages must be scanned in sequential or consecutive order
  – Supporting documentation must be individually scanned and attached by type of document (i.e. invoice, service agreement, Travel Reimbursement Settlement Form, Business Expense Form)
  – Limit individual scanned files to less than 40 pages
  – If support docs exceed the number or pages per file, use “part 1”, “part 2,” in naming convention.
  – Receipts or other supporting documentation less than 8 ½ x 11 or letter size must be taped down to an 8 ½ x 11 sheet
Scanning Requirements (cont’d)

- Types of T&E supporting documentation:
  - TRS form plus receipts
  - Business Expense Form (BEF) plus receipts
  - Include official and important documentation to substantiate payment
  - Exclude all non-essentials or excess of documents that do not support the payment (i.e. lengthy emails, duplicate copies, MapQuest printouts, etc.)
  - Retain non-essentials or excess documents for your records and future reference
Scanning Requirements (cont’d)

• Naming Conventions:
  – Rename scanned supporting documentation file with the following naming conventions applicable to Travel Authorizations (attach pre-approvals), Expense Reports and Cash Advances
    ▪ UTSA_EX followed by the type of document to identify all UTSA documents
      – Include a brief description and date to better identify documents
      – Naming conventions help the approver see what is in each attachment
    ▪ Examples of Naming Conventions (limit 20 characters)
      – Expense Reports:
        » UTSA_EX_BEF_MaryG.
        » UTSA_EX_TRS_M.Morgan
        » UTSA_EX_TAR_MinnieM
        » UTSA_EX_Preapproval
        » UTSA_EX_TAF
        » UTSA_EX_StudentRTA
Additional Resources

Disbursements and Travel Services (DTS)

Related Courses offered by DTS:

• Business-Related Hospitality & Entertainment (AM553)
• PaymentWorks Vendor Onboarding Process (AM0591)
  • Processing of Non-P.O. Vouchers (PS203.04)
• CTP: Concur Online Reservation Tool and Travel Arrangers/Guest Travel (AM0686)
  • On Demand - Cash Advance Process (PS309)
• On Demand - One Card Reconciliation and Payment Process (AM0590)
Operational Guidelines

Financial Guidelines (FG)
Travel Reimbursement Guideline
Travel Advance Guideline
Hospitality and Entertainment Guideline
One Card Program Guideline
Clickwrap Agreements Guideline
QUESTIONS
Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs

Your partner for successful solutions

Office of Financial Affairs
Thank you for attending class

Please complete the electronic evaluation form

Go to:
https://mytraining.utsa.edu/apps/evaluations

• Click ‘Load classes’ (orange tab)
• Click the name of the class you took today
• Click ‘Start Evaluation’
• Click ‘Give Feedback’
• IMPORTANT ‘1’ is LOW and ‘7’ is HIGH

Please add your comments in the open comment box at the end