

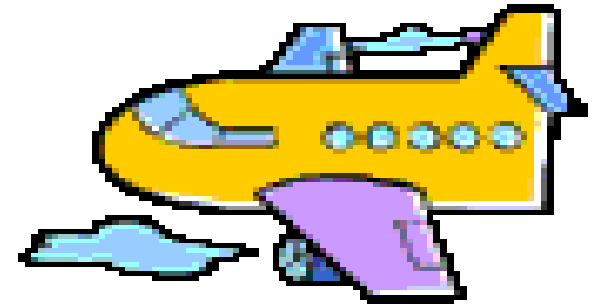
***UCOP Business Resource Center***

*Travel & Entertainment Express Reimbursement*

*Training*

*February 2016*

# EXPENSES



## Airfare:

- ☑ Any seating class upgrades are not allowed.
- ☑ “Early bird check in” fees are not reimbursable.
- ☑ Include all paperwork documenting changes to airfare itinerary.
- ☑ Only itinerary changes that are business related are reimbursable
- ☑ If personal travel is included, airfare comparison is required.
- ☑ Any baggage fees should be listed in “other” category.
- ☑ If airline credit is used, copy of original ticket is required.
- ☑ Travelers cannot be reimbursed for using frequent flyer miles.
- ☑ Airfare total should include any and all services fees.
- ☑ Ensure that date entered is date of flight departure.
- ☑ Is method of payment correct?
  - Personal Funds
  - Direct Bill
  - The “Pre-paid” option should **never** be used.

# EXPENSES



## Lodging:

- ☑ First date entered is check out date.
- ☑ Each expense must be itemized according to date.
- ☑ Taxes (county, city) for same day, same expense can be summed.
- ☑ Some hotels add a “resort fee”. This should be included in room tax.
- ☑ Some hotels add a “donation”, this is not reimbursable.
- ☑ Hotel folio **must** include the following information:
  - Traveler’s name
  - A “zero balance” showing account has been settled
  - Itemization for each expense incurred
- ☑ IRS Per Diem rates for lodging:
  - <http://www.gsa.gov/portal/category/100000>
  - UC Policy allows for up to 200% of federal per diem (excluding tax).
  - Lodging in excess of 200% of federal per diem requires business justification

# EXPENSES

## Rental Car:



- ✓ Rental car receipt must have traveler's name.
- ✓ Date entered should be date vehicle is returned.
- ✓ No need to itemize expenses unless they contain unallowable charges.
- ✓ Rental car receipt must show payment detail and method of payment.
- ✓ Contracted vendors must be used or some expenses may be disallowed.
- ✓ Car class can be up to and include an "intermediate" level vehicle.
- ✓ Insurance is included with UC rental car agreements; it is not reimbursable if incurred when a non-UC vendor is used
- ✓ Traveler should not return vehicle to rental agency and allow them to refuel the vehicle as this is not the most cost effective option.
- ✓ Roadside assistance, frequent user program fees and satellite radio additions are considered "upgrades" and are not reimbursable.
- ✓ GPS option is permissible with business justification.
- ✓ Rental car UC rates can be accessed via Connexus.

# EXPENSES

## Conference Registration:



- ☑ If a conference registration fee has been paid, it must be included in the expense report as a line item.
- ☑ Correct method of payment **must** be selected:
  - Personal funds
  - Travel and entertainment card (Prepaid option)
  - BRC Conference Registration card (Prepaid option; include the name of the BRC cardholder's name).
  - Direct bill
- ☑ If meals are included as part of the conference fee, traveler should not claim additional meals for the days when meals are provided.
- ☑ Receipt showing proof of payment **must** be included.

# EXPENSES



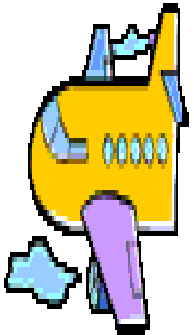
## Miscellaneous:

- ☑ Any expense costing \$75 and more requires a receipt.
- ☑ Host/hostess gifts costing \$25 and more require a receipt.
- ☑ Business related expenses costing \$75 and more (copies, printing, etc.) must be processed through the BruinBuy system.
- ☑ Tips to wait and hotel staff are considered part of \$74 daily meal and incidental allowance.
- ☑ Tips to taxi/shuttle driver are included in total taxi/shuttle expense.
- ☑ There is no per diem allowed for domestic travel; expenses reimbursed are based upon actual expenses.
- ☑ Entertainment expenses of \$75 and more **must** include an itemized receipt.


# Personal Travel




When a traveler includes personal travel as part of a business trip, there are several pieces of information that must be included with the submitted documentation:



Comparison Airfare: The comparison airfare should show the cost of the flight had the traveler flown exclusively for University business and not included personal days; i.e., dates and destinations shown pertain to the business part of the trip exclusively.



This **must** be obtained at the same time as when the actual itinerary is booked, as it is impossible to back date an airfare. Comparisons should be obtained from the same booking source.



Be sure to give detailed information as to which days and expenses are personal and which ones are business related.

# Personal Travel



Rental Car: If a rental car was used, be sure to prorate any days that were personal days by deducting the amount of the daily rental rate and any applicable taxes for the personal days.



Rental Car Gas: Prorate based upon number of personal versus business days.



Other Expenses: Any other rental car expenses incurred during personal days, such as bridge toll, parking, etc. should not be included for reimbursement.





# Additional Considerations

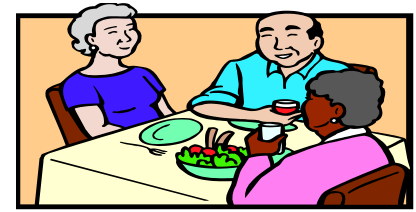
## Miscellaneous



- Travel expenses paid on behalf of others are not reimbursable, except co-travelers sharing a hotel room and individuals designated as head of a group **prior** to travel occurring, otherwise traveler will have to request exception to policy.
- If travel occurs during a normal work day, the traveler's daily commute cost must be deducted if a private vehicle is used to arrive at destination or the common carrier.
- Use of fare class other than economy is permissible in select circumstances (See Section V. D.2 of G-28 for specific details).
- Individuals traveling for less than 24 hours are not eligible for meal reimbursements unless the travel includes an overnight stay as supported by a lodging receipt or other documentation.
- Travelers must be at least 40 miles from work or home location, whichever is closer, to be reimbursed for an overnight stay. If there is a justifiable business purpose, exceptional approval can be requested.
- All requests for travel reimbursement must be submitted within 45 days of the last day of travel otherwise traveler must provide a reason for the delay.
- Travel packages booked through internet vendors are not allowed unless each aspect of the package is itemized separately to ensure appropriate documentation for reimbursement.



# Entertainment



Any requests for Entertainment Expenses should always include the following:



Business Purpose



List of Attendees

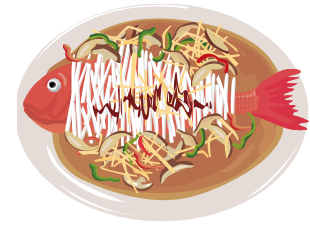


Job Title of Guest and Affiliation



Itemized Receipt for any Expense \$75 and more

# Entertainment Expenses



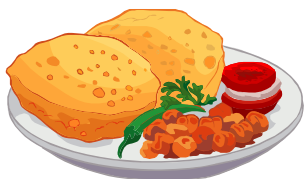
Effective 3-1-12, the maximum per person expenditures for meals provided by the University may not exceed the following amounts:

		(Effective 3-1-16)
Breakfast:	\$26.00	\$29.00
Lunch:	\$45.00	\$48.00
Dinner:	\$78.00	\$81.00
Light Refreshment:	\$18.00	\$21.00

The maximum per-person expenditures listed above include the cost of food and beverages, labor, sales tax, delivery charges and other service fees.

The costs of room rental, room setup fees, media rental and decorations, etc., are not included in the per-person costs unless those costs cannot be separated by the vendor.

Exceeding the above maximums requires a justifiable business reason as well as exceptional approval.

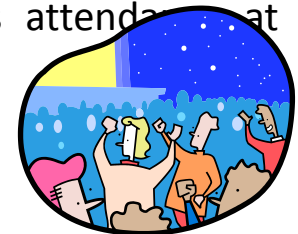


# Entertainment Expenses



## Additional Considerations

- Entertainment expenses for employee birthdays, weddings, anniversaries, occasions of a personal nature or farewell gatherings are not reimbursable (excluding retirement celebrations of employees separating from University employment with at least 5 years of service).
- State and grant funds may never be used to purchase alcohol.
- Meals for partners or spouses are not reimbursable unless the individual has a significant role in the proceedings or makes an important contribution to the success of the event, which would then constitute a bona fide University business purpose.
- The following entertainment expenses require additional approval:
  - Entertainment of spouse, partner of the official host or guest (see above).
  - Tickets to a sporting, theatrical or musical event.
  - Employee morale building and employee recognition events.
  - A cash contribution which includes the cost of a meal or registration fee made to a nonprofit organization in connection with an employee's attendance at a fundraising event.



# Travel and Entertainment (T&E) Card

## Benefits

- Worldwide acceptance
- Travel accident and lost luggage insurance
- T & E Card charges submitted through *Express* are paid directly to U.S. Bank, reducing out-of-pocket expense for the traveler
- You have 24/7 access to T&E card account online and by phone and to the *Express* system to review and approve travel reports.



# Travel and Entertainment (T&E) Card



## Quick Tips

- **Be Timely** – Submit T&E expenses charged to the card promptly after travel.
- **Be Complete** – Be sure to capture all your transactions in *Express!*
- **Understand your Responsibilities as Cardholder**
  - The card is specifically for your own travel and entertainment expenses associated with University business – not for personal use or payment on behalf of others.
  - This is a personal liability account; ultimate responsibility lies with you to balance the account and ensure timely payment.



# Travel and Entertainment (T&E) Card

Is best used to cover expenses associated with your trip or event such as:



Conference Registration Fees



Lodging (hotel deposits / payment of final bill at hotel)



Meals (your own)



Rental Car & Other Ground Transportation

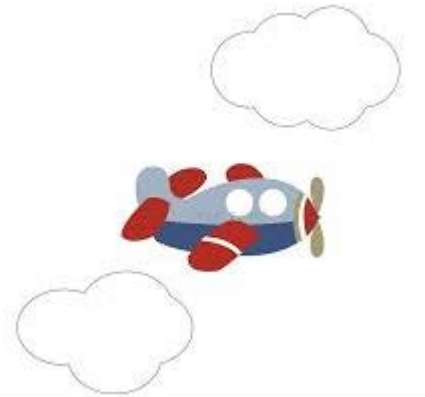
**Hotel deposits and conference registration fees** charged to the card (these two expenses only) – can be processed for payment in advance of travel when a T&E cards is used

# Travel and Entertainment (T&E) Card

## Airfare

The card may be used for airfare but we strongly encourage direct billing (Pre-Trip Authorization (PTA) number is supplied for booking and department is charged directly). Why?

- We cannot pay airfare charged to a personal or T&E credit card in advance of use, i.e. you have to travel and use the ticket before we can pay.
- Airfare itineraries are often booked several weeks or months in advance of travel or plans change.
- These charges then sit unpaid on your T&E card account for extended periods.

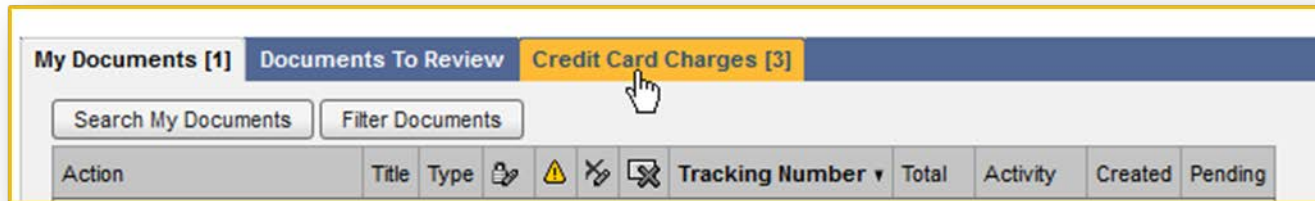




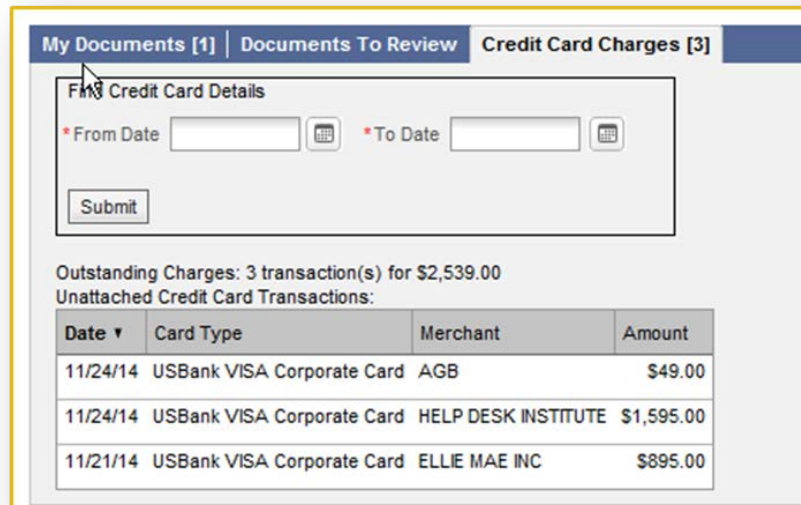
# Travel and Entertainment (T&E) Card

## Managing your Card

(1) View your Unattached Credit Card transactions in Express.



This screenshot shows the top navigation bar of a document management system. The 'Credit Card Charges [3]' tab is selected and highlighted in yellow. Below the navigation bar are two search filters: 'Search My Documents' and 'Filter Documents'. A table header is visible with columns: Action, Title, Type, a warning icon, a delete icon, a tracking icon, Tracking Number (with a dropdown arrow), Total, Activity, Created, and Pending.



This screenshot shows the 'Credit Card Details' form and a table of unattached credit card transactions. The form includes fields for 'From Date' and 'To Date', each with a calendar icon, and a 'Submit' button. Below the form, it displays 'Outstanding Charges: 3 transaction(s) for \$2,539.00' and 'Unattached Credit Card Transactions:'. The table below lists the transactions.

Date	Card Type	Merchant	Amount
11/24/14	USBANK VISA Corporate Card	AGB	\$49.00
11/24/14	USBANK VISA Corporate Card	HELP DESK INSTITUTE	\$1,595.00
11/21/14	USBANK VISA Corporate Card	ELLIE MAE INC	\$895.00

# Travel and Entertainment (T&E) Card

## Managing your Card

(2) Carefully review travel reports – pay residual personal expense promptly

The Financial Overview on your travel report summarizes expenses including the amount to be paid directly to the US Bank Corporate (T&E) Card and amount to be reimbursed directly to the employee.

FINANCIAL OVERVIEW	
Total Reported Expenses	\$2,327.28
Less Personal Expenses	\$19.85
Authorized Expenses	\$2,307.43
University Paid Expenses	\$756.40
University Pays to Corporate Charge Card(s)	\$1,475.80
Amount Due Employee	\$75.23

Personal Expenses

This brown icon means that a portion of a charge was marked not to pay.

Type	Date of Expense	Transaction Amount	Amount	Approved Amount	Purpose	Payment Method	Vendor
Airfare <sup>a</sup>	Jul 21, 2012	\$756.40	\$756.40	\$756.40	Conference/Meeting	Direct Billing System	Southwest
Reservation Source: UCLA Travel Center Seating Class: Coach FAU Allocations: \$756.40, M-627651--23415-GEX-03-XXXX-, GEAR UP 2011-12							
Meals & IE - Domestic	Jul 21, 2012	\$19.47	\$19.47	\$15.00	Conference/Meeting	US Bank T & E Card	SMF JACK URBAN EATS
Meals & E - Domestic	Jul 21, 2012	\$15.00	\$15.00	\$15.00		US Bank T & E Card	SMF JACK URBAN EATS
FAU Allocations: \$15.00, M-627651--23415-GEX-03-XXXX-, GEAR UP 2011-12							
Meals & E - Domestic	Jul 21, 2012	\$4.47	\$4.47	\$4.47		US Bank T & E Card	SMF JACK URBAN EATS
FAU Allocations: \$4.47, M-627651--23415-GEX-03-XXXX-, GEAR UP 2011-12							
Mileage <sup>b</sup>	Jul 21, 2012	\$9.99	\$9.99	\$9.99	Conference/Meeting	Personal Funds	
Destination City: SACRAMENTO/California/United States Distance: 18 Rate: 0.555 FAU Allocations: \$9.99, M-627651--23415-GEX-03-XXXX-, GEAR UP 2011-12							

This expense is being paid directly to the US Bank T&E Card.

This expense is being paid directly to you.

# Contacts and Help

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