

Travel Workshop

University of Hawaii
John A. Burns School of Medicine
Office of Fiscal & Administrative Affairs
December 18, 2013

Agenda

Purpose	Roles & Responsibilities	Approvals	Guidelines
Justification	FAR	M&IE	Lodging
Airfare	Transportation	Other Expenses	Advances & Purchase Orders
Receipts	Submittal Deadlines	Helpful Reminders	Resources

Purpose of Travel Procedures

Accountability

- Supervisor - Employee

Liability

- Workers' Compensation

Uniformity

- Consistent processing

Roles & Responsibilities

Traveler

- Certifies trip was taken and the expense(s) listed was/were incurred

Supervisor/PI/ Dept Chair

- Authorizes purpose of the trip benefits the University, the employee has permission to travel, the employee's workload is covered, and the account code to charge

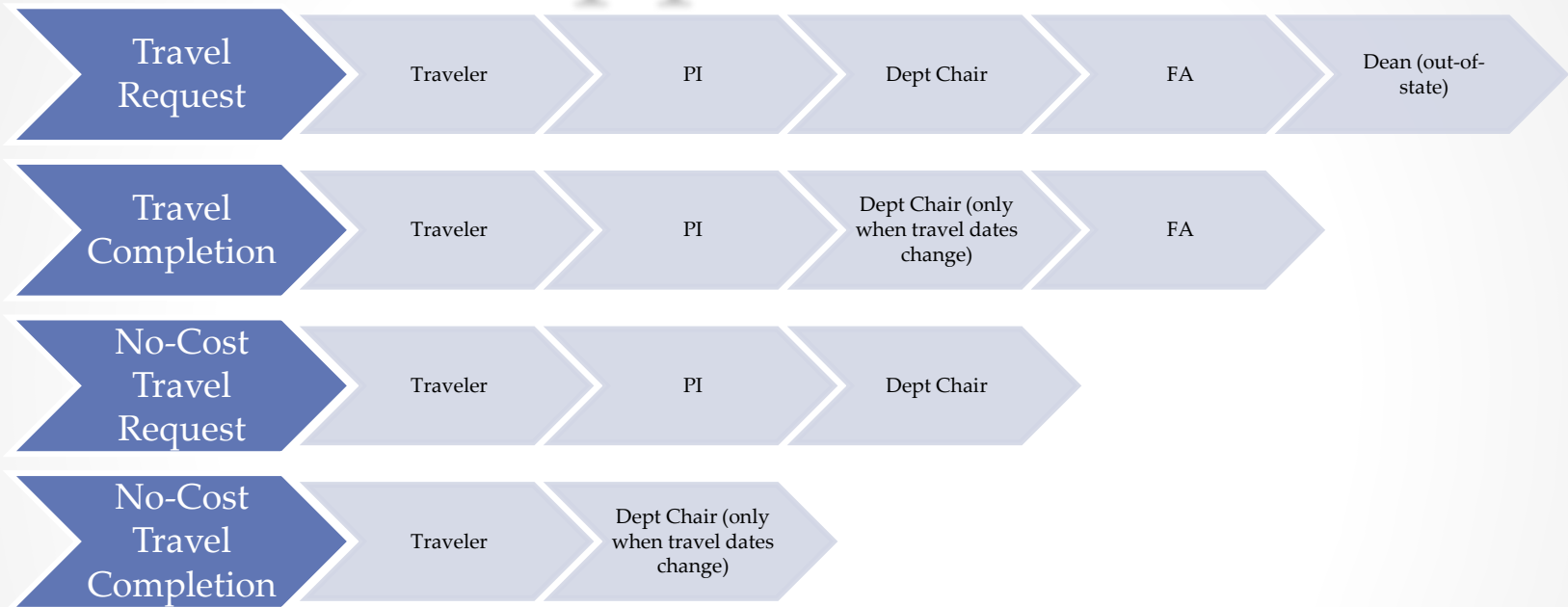
Fiscal Administrator

- Authorizes funds are available and policies/procedures are followed

Dean

- Authorizes out-of-state travel

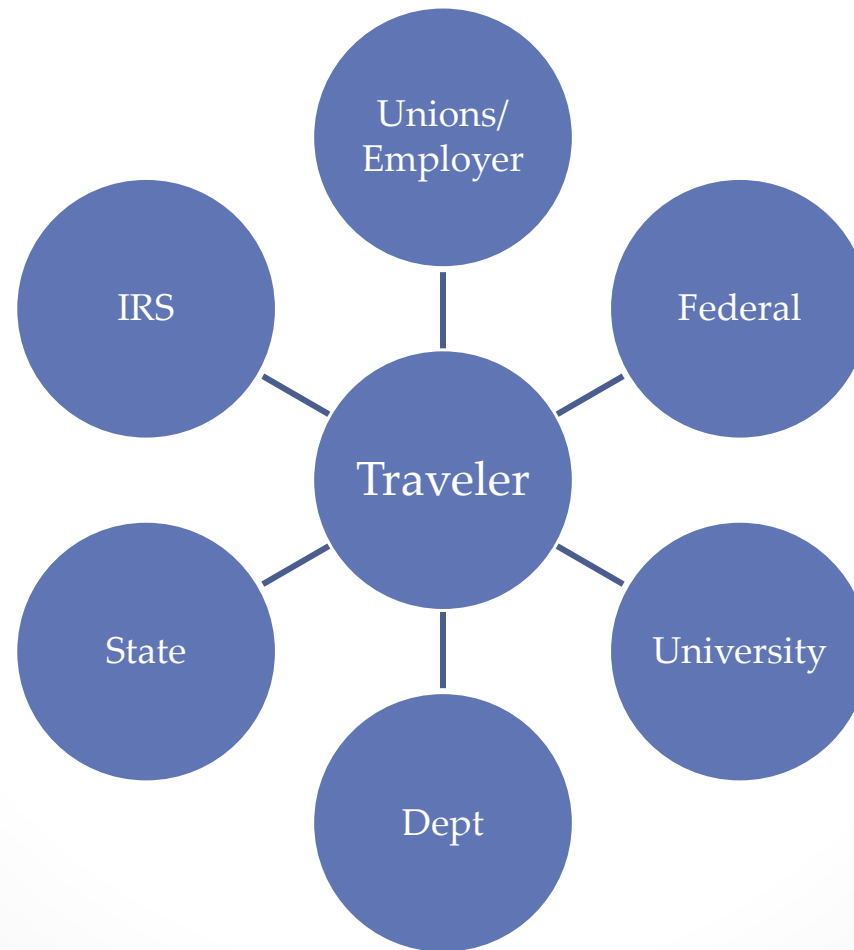
Approvals



Travel Requests should always be approved in advance.

Travelers (e.g. PIs) cannot approve their own reimbursements. Supervisors (e.g. Dept Chair) should approve in these instances.

Travel Guidelines



Justification for Travel

Provide documentation that specifies the business activity:

- Name of Mtg/Conf/Wrkshp/Seminar
- Dates and place of function
- Business travel dates and times
- Estimated expenditures

Only pay for business time

Note vacation or leave without pay (Personal Time)

Federal Allowable Rates (FAR)



Meals & Incidentals (M&IE)

Maximum amount
authorized for daily
meal and incidental
expenses

Refer to FAR for
applicable M&IE
rate

No receipts
required

Spend as desired

Breakdown of
Meals: Breakfast
20% / Lunch 30% /
Dinner 50%

Duplicate Meal Payment

If traveler chooses a meal at an added cost, then that meal shall be deducted from M& IE

Example:

- Breakfast at an additional cost of \$15.00 is chosen by Traveler on Conference Registration Form
- M&IE is \$100 per day
- Calculation: $\$100$ (M&IE per day) \times $.20$ (breakfast) = $\$20$ deducted from that day's M&IE
- Enter $.20$ days less on M&IE line on travel form

Calculating M&IE



Calculate M&IE by quarter days based on travel start time and travel end time

Refer to quarter day calculator chart handout

Lodging

Economical

- Single-occupancy room rate
- If double-occupancy room rate = single-occupancy room rate, then ok

Refer to FAR for applicable Lodging rate

Calculation: # of nights staying in hotel

Original Receipt

- Name & Charges
- Method of payment & Proof of payment

Excess Lodging

Hotel Nightly Rate > FAR Lodging Rate

Obtain 3 quotes from nearby hotel with similar ratings

Hotels.com
Kayak.com

Obtain quotes if staying at conference hotel when excess lodging is incurred

Other Justification:
additional ground transportation, safety concerns

Requires prior approval on travel request

Sharing Lodging



Sharing = Minimizing Costs

Split lodging costs equally on both travel documents with cross-reference to each other

Traveler B who did not pay the hotel bill should certify: "I certify that I have reimbursed Traveler A (ref Travel Doc #) and that I have not yet received reimbursement for this business expense."

Airfare

Economical

- Coach class
- Traveler pays difference if using higher class

Direct

- Stopovers should be kept to a minimum
- Consider all flights on all carriers

Fly America Act

- Federal grants and contracts

Receipt

- Name & Charges
- Method of payment & Proof of payment

Airfare: Personal Time

If travel involves personal time, then obtain a business-only itinerary along with a business + personal itinerary

- Obtain at the same time to ensure fair comparison
- Travel agencies can help with this process

Compare the 2 itineraries to determine:

- Which airfare cost to pay (the lower of the 2)
- M&IE/lodging/etc to pay (only pay for business time)

Airfare: Considerations

Airfare is cheaper if traveler comes home a day later. Ok to purchase the cheaper airfare?

- Yes, as long as it's understood that the extended trip time will be counted as personal time, i.e. no M&IE or lodging will be paid.

How early is a traveler permitted to arrive at business destination?

- Traveler should arrive at a reasonable time prior to start of business
- Depends on destination
 - US West Coast vs US East Coast vs Foreign Destination
- For State: minimum 10 hours prior to start of business

Ground Transportation

Before Renting a Car

- Are there free shuttles from airport to hotel?
- How about using a taxi?

Car Rental

- Economical
 - Compact or sub-compact
 - Justification needed for larger vehicles
- Additional Expenses
 - Gas
 - Collision Waiver Insurance (out-of-state only)

Original Receipt

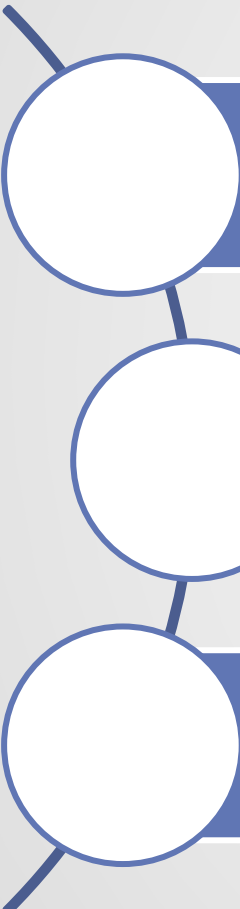
- Name & Charges
- Method of payment & Proof of payment

Ground Transportation: Train

Trains

- Although airfare is the preferred method of travel, train commuting, especially in Europe, may be more practical and economical provided it doesn't incur additional expenses (e.g. M&IE) greater than those expenses incurred when commuting by air
- Personal deviations should be accompanied with business-only comparisons (similar to airfare itineraries) in order to properly calculate business time

Package Deals



List items covered in package, e.g. airfare, lodging, car rental, etc.

Traveler can only claim those items not already covered in package deal

Use “Other Travel” object code

Other Expenses

Conference/Registration Fees

- Were meals at an added cost selected?

Baggage Fees

- Only claim one check-in baggage
- Refer to baggage policy email

Other Expenses

- Refer to eTravel FAQ section for list of allowable and disallowable expenses

Original Receipts

- Name & Charges
- Method of Payment & Proof of Payment

Travel Advances

Minimizes out-of-pocket expense for traveler

When can a travel advance be granted?

- Employee has no other outstanding travel advances
- Intra-State travel exceeding 4 calendar days
- Out-of-State travel

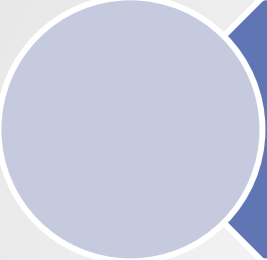
What expenses can be advanced?

- Airfare & Conference/Registration fee
- M&IE & Lodging
- Cannot advance items already covered via PO or P-Card

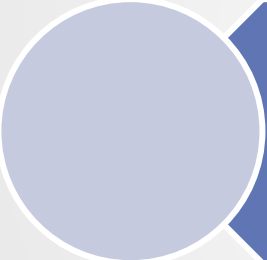
Return excess travel advance if determined upon calculation of travel completion

- Make check payable to “University of Hawaii”

Purchase Orders



Minimizes out-of-pocket expenses for traveler



May be issued for expenses such as airfare, car rental, conference fee, lodging, etc.



Travel Request should be approved

- Cross reference Travel Request Doc # on all purchase orders

Receipts

Original Receipts required

- Assures University reimbursement was not already made by another entity
- Standard business practice

Electronic Receipts

- Name
- Charges
- Method of payment (e.g. AMEX xxxx)
- Proof of payment (e.g. Balance Due = \$0)

Certification for Missing Receipts

- FMIS 4D (UH) or Traveler Certification on Travel Completion (RCUH)
- Shall be limited to up to \$75 per receipt

Submittal Deadlines

Travel
Requests
(including
advances)

- 15 business days prior to departure date

Travel
Completions

- 7 business days after return date

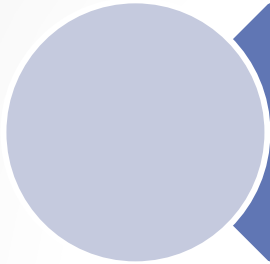
Helpful Reminders

Label, Circle, Write a story

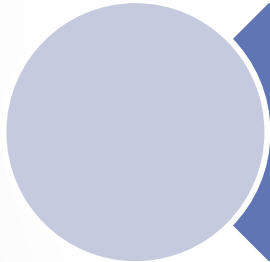
- Don't be afraid to write on/label the receipt
- Circle amounts/key items
- Write down calculations
- Explain unusual circumstances in the comments section
 - E.g. Flat M&IE rate as set by department chair, Traveler not claiming lodging, etc.

The more explained, the less questioned

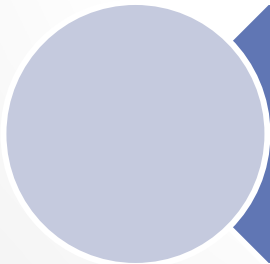
Helpful Reminders



For RCUH travel requests, use eTravel quarter day calculator to help with calculating M&IE



If travelers book their own travel, remind them to obtain business-only comparisons when personal time is involved



Travel agencies can obtain quotes and obtain business-only comparisons (less work for you)

Resources

JABSOM Fiscal Website:

blog.hawaii.edu/ofaa

- Training Materials
- Manuals
- Links

UH eTravel Website:

www.hawaii.edu/etravel

- APM
- FAQ
- Allowable Travel Rates
Matrices

RCUH Website:

www.rcuh.com

- Policies & Procedures
- Training Videos