

## Travel Expense Report, Receipts (Continued)

- Checked Baggage fees: Fees for checked baggage are reimbursable with original receipts.
- Gasoline: Travelers using rented vehicles, or any vehicle that is not owned by the traveler, may not claim mileage. Submit original gasoline receipts showing the date of purchase, name of the vendor, license plate number of the vehicle and the total amount paid.
- Rental Vehicles: Submit the original rental agency statement showing the dates of use and total cost.
- Rented Aircraft: Receipts are required for reimbursement of chartered aircraft rental, landing and parking fees. Reimbursement will not be made for storage or parking fees at the location where the privately owned aircraft is normally based. (Aircraft fuel will be reimbursable if receipts are provided)

### Foreign expenses

- Foreign Receipts: It is the traveler's responsibility to convert foreign receipts into US dollars; the exchange rate used must be shown on the Travel Expense Report. When submitting foreign receipts the following must be documented on the face of the receipt: The exchange rate, What the receipt is for, and The amount in US dollars.
- Foreign Currency Exchange Fees: Submit original receipts showing the amounts exchanged and the fee charged.
- Foreign expenses, other than those incurred in Canada and Mexico, cannot be reimbursed on State accounts.

NOTE: If the original receipt is lost or destroyed, Submit a photocopy of the receipt with the statement, "Treat as an Original." The photocopy must be signed by the employee and approved by the department head. If a photocopy is not available and a copy cannot be obtained, submit a copy of the canceled check or credit card receipt, and a letter of explanation approved by the department head. The letter must contain the name of the employee, the dates of the expense, the name, address and telephone number of the business, cost per night, if lodging, the total cost, etc., and the reason(s) why an original or photocopy of the receipt is not available.



Financial Services Office



## Smooth Sailing: A Guide to UA Travel

You are on travel status when you are conducting university business away from your duty post with supervisory approval.

Travel must be authorized prior to all official University travel activities, even if travel expenses will not be charged to the University. This ensures that:

- Travel plans are authorized
- The traveler is insured through Risk Management while in travel status
- Funds are authorized
- The travel has a legitimate business purpose

You are eligible for ordinary travel expense reimbursement when you are 35 miles from your duty post with supervisory approval and a written travel authorization

This brochure contains information on the University of Arizona Travel policies and procedures. For more information, see the FSO Travel webpages at: <http://www.fso.arizona.edu/travel.html> or call (520) 621-9097.

## Before the Trip

### Authorizing the Trip

- A Travel Authorization must be filled out prior to all official University travel, even if travel expenses will not be charged to the University.
- Current employees, students and authorized affiliates such as volunteers may be reimbursed through Travel. All others need to be paid through Accounts Payable.
- If a Travel Advance is required, complete a Travel Authorization Form and fill out a promissory note.

### Funding Costs of Travel

Employees are encouraged to use the following prepayment resources to minimize out of pocket expenses:

- **JP Morgan Corporate Card:** The card is available to University of Arizona employees at no cost. Its use is limited to official university business travel. To apply for a JP Morgan Corporate Card, contact Procurement and Contracting Services or fill out an application on E-Forms.
- **Prepaying Fixed Expenses:** Direct payments to vendors or expense payments to the traveler for prepaid travel expenses such as conference registration fees, lodging deposits, or airline tickets, may be processed prior to the trip.
- **Travel Advance:** Advances may be issued to University employees for amounts greater than \$250.00 when all other means of funding travel have been exhausted. Advances will be issued before the start of the trip and may not be for more than the cost of the trip minus any prepaid expenses. The request for a Travel Advance must be received in FSO-Operations at least three days before the date needed and will not be issued more than seven days before the trip.

## Non-Reimbursable Expenses

- Personal Travel - When extending a business trip using personal time, the traveler will be eligible for reimbursement of lodging and meals only for the time he or she is conducting business for the university.
- Travel expenses for family members unless there is a compelling business reason.
- Personal phone calls or movies.
- Costs for personal accident, medical insurance, and collision damage insurance waiver (CDW) included in the car rental agreement; travel insurance or medical insurance are personal expenses.

## Documenting Exceptions

Travel involving the following, regardless of the source of funding, must be explained and approved on the travel authorization form:

- The traveler will be on long term travel status (more than 30 days)
- Personal time taken in combination with travel
- Use of airfare other than coach/economy
- Use of private, chartered or rented aircraft or rented motor vehicle.
- Vehicle taken out of state
- Lodging charges in excess of established policy limits.
- Foreign travel, excluding Canada and Mexico, on State accounts.

## Per Diem

Per Diem includes meals and incidentals. Incidentals may include expenses such as laundry, dry cleaning, magazines, newspapers, personal telephone calls, and tips for food service, maid service or room service. These cannot be reimbursed separately.

## After the Trip

**Within 10 working days after the completion of a trip, complete a Travel Expense Report, itemizing expenses and per diem claims for each day. Attach original receipts when required.**

- Lodging Receipts - Lodging must be with a commercial establishment. The original itemized receipt is required, showing the establishment's name, address, telephone number, the dates of lodging, daily room charges and single room rates if more than one person is occupying the room. A credit card receipt is not acceptable.
- Designated lodging - A copy of the conference brochure must be submitted showing the site of the designated hotel and the cost per night.
- Airline receipts: When purchasing tickets via the internet, the confirmation must indicate that the tickets "have been charged" to a charge card. If this is not available, a credit card statement must be provided to indicate that the tickets have been paid for, along with a copy of the itinerary showing the passenger name.
- Registration or conference fees: a brochure showing the opening and closing dates of the function is required along with original receipts. To avoid out-of-pocket expense, registration or conferences fees can be paid in advance with the Purchasing Card or on a dPR.
- Parking/Garage Fees: Claims for parking/storage must be supported by a receipt.
- Telephone/Internet Charges: Business-related communication charges for telephone and Internet are reimbursable if documented by receipt.

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