

Travel Authorizations (TA's)

The Travel Authorization (TA) form must be completed and signed by the traveler and supervisor prior to commitment of university funds. Fax signatures on the TA are acceptable. Authorized signers for travel: in state- Supervisor; out of state – Director; foreign travel – President. MUST include a budget approval signature if traveling under funding different than supervisory approval.

Blank TA forms are obtained from Statewide Financial Systems. As TA's are in numerical sequence, there should be TA Log maintained.

All line items must be completed on the TA form prior to obtaining approval signatures. This includes all estimated costs, and inserting N/A where appropriate.

After TA form has been fully approved, the funds will need to be encumbered on Banner, prior to purchase of airline transportation, car/hotel deposits, or conference/class fees. After encumbrance has posted to Banner Finance, the goldenrod or pink copy of the TA is submitted to SW Financial Systems. If the traveler is attending a conference or seminar, you will need to submit a copy of the brochures, schedules and any other relevant information with the goldenrod copy, as well as with all TER forms.

Completing the TA form:

- A. **Traveler's Name:** First and last name.
- B. **Social Sec. No:** Traveler's social security number.
- C. **University Relationship:** Mark whether traveler is an employee, non-employee, student, or volunteer.
- D. **Home address:** This is not needed if the TA is for an employee.
- E. **Reason for Trip:** A brief description. (Union or BOR meeting; title of seminar/class/conference, additional meeting(s) before/after primary event)
- F. **Travel from:** this is where the traveler begins their travel (ie: Fairbanks, Anchorage).
- G. **Travel to:** the destination city, then add "and return". (Anchorage & return). If there are layover destinations, record each of them with a slash "/" between.
- H. **Date Leaving:** date of departure from work station
- I. **Date Returning:** date of return to work station
- J. **Meeting Dates:** The actual dates (including the year) of the meeting or conference. This is not necessarily the same as the dates for "leaving" and "returning".
- K. **Vacation Dates:** If the traveler is taking any personal time (includes annual leave, sick leave, weekends) in conjunction with the trip, put the dates in this space. Otherwise put "None". It is important to accurately reflect what occurs so that the auditors can verify this information with the traveler's timesheet to make sure time is recorded accurately.
- L. **Dept Name:** self-explanatory
- M. **Dept Contact:** Name of support staff to contact for questions on travel arrangements and/or documentation.
- N. **Dept Phone:** phone number of department contact
- O. **Dept Address:** delivery address for travel checks

- P. **TR Requested:** Check yes if TR is requested, and the date it is needed. Blank TR forms are customarily issued one at a time through Statewide Financial Systems Office.
- Q. If you are using a TR to pay for the airfare, record number here and also reference the TA number on the TR. Make sure to log the TR number on the TA log. If using a departmental travel card, record the 'TC' reference number here.
- R. **Agency/Airline:** Internet, Vagabond Travel or other vendor as appropriate.
- S. **Vendor ID:** leave this field blank. It is no longer required.
- T. **Comments:** any comments needed to explain any particular aspect of the intended trip. If conference/registration fees were paid with procurement card, record amount here.
- U. **Meals and Incidentals:** Travelers most commonly use Per Diem for Meals and Incidental expense plus Actual for Hotel. To record, enter "M&IE" on line next to "Per Diem". Enter "Hotel" on line next to Actual. If travelers are expected to keep all receipts for meals, or will not be reimbursed housing at actual, the reimbursement method must be clearly indicated on TA BEFORE traveler is asked to sign form. Do not leave this section of form blank.
- V. **Lodging greater than 1.5 Standard (Per Diem) rate:** If an exception is needed, this will need to be signed by Randy Weaver, the Controller for the university, prior to encumbrance on Banner Finance and prior to commitment of any university funds. Send completed TA form to Randy Weaver with copy of conference housing information and/or other documentation to justify utilization of housing at more than 1.5 times maximum area rate. Note: reimbursement of lodging at greater than 1.0 times table is supposed to be specifically reviewed/approved by traveler supervisor.
- W. **Transportation:** Mode of Travel: University's preferred transportation method is commercial airlines. Travelers who elect to drive rather than fly to their destination will receive reimbursement for the least expensive method of travel. Backup documentation of estimated airfare should be printed out for the traveler PRIOR to signing travel authorization form and should be submitted with final TER
- X. Estimate the cost of airfare or mileage calculation if the traveler is driving and it is less expensive than the airfare.
- Y. **Lodging:** Insert the number of nights required for lodging.
- Z. **Days at \$:** Insert the lodging cost per day, including tax.
- AA. Multiply the number of days by the lodging cost per day.
- BB. **Meals:** If the trip includes an overnight stay, the traveler receives per diem for the time they are in travel status. The day is divided into four quadrants:
 - Midnight to 6am;
 - 6am to noon;
 - Noon to 6pm;
 - 6pm to midnight.

A traveler must be in travel status one hour within each quarter to qualify for that quarter of per diem. If the traveler is not in travel status for the entire day, they receive per diem prorated by the number of quarters of the day that apply. The per diem rates are available at the following websites: Alaska rates: <http://info.alaska.edu/ua/bor/regulation/5r/r05-02.html>. US <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html> and Foreign rates: <http://www.state.gov/m/a/als/prdm/2002/7009.htm>

The per diem rate is calculated for the city nearest the traveler's destination and based on where the traveler next sleeps in a bed.

- CC. **Days at \$:** The appropriate per diem rate for a full day.
- DD. Estimate the cost of meals and incidental expenses (M&IE) by multiplying the number of days/quarters and the per diem rate.
- EE. **Car Rental:** estimate the cost by multiplying the rate by the number of days it will be used. Car rental expenses (includes gas/parking fees at hotels) are not automatically accepted as the most cost-effective ground transportation. The university's preferred ground-transportation is shuttle/limo service. Rental car is usually denied unless a business purpose is served by renting a car, and the traveler can document such purpose. Under normal circumstances no rental car reimbursement is granted to conference attendees unless appropriate documentation is provided to adequately support the fact that the car rental was a necessary business expense
- FF. **Other (specify):** This may include parking at departure airport, gas receipts, et cetera. Estimate the amount of other expenses.
- GG. Total all estimated TA costs. This amount will also need to be written at the fields, for document total.
- HH. **Travel advance (If applicable) amount:** Extremely rare. Enter "0".
- II. **Traveler's signature:** Traveler must sign, and faxed signatures are acceptable. If the traveler is not available, sign your name and write "for" and the Traveler's name. Traveler should not be asked to sign form until every blank field is completed.
- JJ. **Supervisor/Dept. Head:** Traveler's supervisor. If not available, go one level up through departmental chain of command to obtain a supervisor's approval signature. It is NOT permissible to have support staff sign as supervisor/department head.
- KK. **Dean/Director (out of state approval):** The President's Office designates who may sign for out of state travel approval for each unit. If the designated person is not available, must go up through chain of command to President's Office to obtain approval. Approval for out-of-state travel may not be delegated below dean/director level.
- LL. **Fund:** Self-explanatory
- MM. **Orgn:** Self-explanatory
- NN. **Acct:** 2xxx Use list function on form FGAENCB to locate correct account code.
- OO. Registration fees; requires separate accounting line on travel encumbrance entry
- PP. **Amount:** the total from "HH" goes here.
- QQ. Entered by: signature of person who completed Banner Finance entry
- RR. Date Banner Finance entry posted.

Upon completion of the travel, the traveler will submit receipts.

Process a Travel Expense Report with the receipts.

Have traveler sign, and have designated individuals sign. Signature on a travel expense report DOES SIGNIFY that traveler and supervisor have reviewed form and verified accuracy of information.

Submit originals to Statewide Financial Systems Office. Keep copies in departmental files depending on internal procedures.

Travel Reimbursements (TR's)

TR's are rarely issued/used. Most charges for airline tickets/car rentals are placed on credit cards and reimbursed to traveler in a timely manner. With few exceptions, TR's are issued singly for specific traveler needs.

The Travel Reimbursement (TR) form is used to pay the travel agent for airline tickets. A TR can be used for airfare or car rental if the traveler does not have a corporate American Express card and does not want to use a personal charge card. Payment for hotels can be by purchase order if traveler does not have a corporate American Express card. Each TR must link to only one TA. Do not put multiple airfares on one TR. Similar to TA's, the TR form must be kept in a secure location and logged into the Travel Log file. Additional forms can be obtained from SW Financial Systems.

Completing the TR form:

- a. **Dept Name:** Self-explanatory
- b. **Phone:** contact number for departmental travel support staff person
- c. **TA No.:** Number of the TA for this travel.
- d. **Org:** The org number that is charged on the TA.
- e. **Obj.:** The account number that is charged on the TA.
- f. **Fund:** The fund number that is charged on the TA.
- g. **The:** Name of the appropriate vendor/travel agent name.
- h. **To furnish:** This refers to the class of the ticket (example: Coach, et cetera).
- i. **Type of Transportation:** Air, train, bus, vehicle rental, et cetera.
- j. **From:** Insert the location originating from.
- k. **To:** Insert the destination "& return".
- l. **VIA:** Name of airline or airlines or vendor used for the trip.
- m. **For Use of:** Traveler's first and last name.
- n. **AND:** Typically, there are no other travelers, so insert a zero.
- o. **Not Over:** This is not applicable, insert a N/A.
- p. **Place of Issue:** This would typically be Fairbanks.
- q. **Date of Issue:** Leave blank until the travel agent picks up the TR.
- r. **Traveler's signature:** Traveler's signature if they are available.

- s. **Issuing Officer Signature:** Departments should have a designated signer plus one backup.
- t. **Title:** The title of the issuing officer. Determined by department
- u. **Amount:** Amount of the airfare.
- v. **Fiscal Year:** Use the appropriate fiscal year.

The top green copy goes to the travel agent. They are responsible for submitting it to Accounts Payable along with their invoice for the airfare. The “Issuing Officer Signature” on the TR form is the authorization to Accounts Payable Office to pay the bill. There is no receiving report required to authorize payment. Staple the rest of the TR copies together and put them in the traveler’s manila folder. They will be distributed when the expense report is done.

TRAVEL EXPENSE REPORTS

An expense report must be completed for all university travel, even if the employee did not incur any reimbursable expenses. The TA that encumbered the travel will remain outstanding until an expense report is completed.

Travel expense reports are to be filed with the travel office within 15 work days of completion of travel. The following is a short description on what receipts are valid. TER (travel expense report) should match TA. If TER includes expenses not previously authorized on TA, a written justification should be on the TER or attached in a separate memo.

Airfare: Documentation that lists traveler name, full itinerary, ticket tracking number, and cost must be submitted. Boarding pass originals are preferred. Copies of the boarding passes are acceptable if the traveler chooses to keep originals. You should also either have a copy of the email receipt or the receipt printed from the web if the ticket was purchased via the Internet. Otherwise, if purchased from a travel agency, you will have a receipt from them. When tickets are exchanged, documentation must include change fees and reissue fees that can be followed by ticket tracking number(s).

Lodging: Original hotel bill should be submitted. If not available, obtain a fax copy from the hotel (has to show fax number from originating machine). Only room rate and bed taxes are reimbursable without explanation. If receipt shows more than one room occupant, their identity and relationship to university should be documented. If not a university traveler, document that extra person in room did not result in an increased room rate. Cumulative phone charges that exceed \$25 must be documented who and why to justify university business. (Includes fax and email connection fees) Meals charged to the room are not reimbursable. The per diem for the day is to cover all meal charges. No extras are allowed, for example: movies, refreshment bar, athletic facility fees, or any other services charged to the room.

Car Rental: The original receipt from the car rental agency (a faxed copy from the agency is also acceptable). Extra drivers listed on receipt must be identified and their relationship to the university. If luxury, full-size, van, or 4-wheel drive vehicle is rented, documentation must include justification of need to fill university business purpose. Note: four adults in a mid-size car is considered 'normal'. Full size and larger vehicles are justified with five or more travelers.

Miscellaneous Receipts: Miscellaneous receipts can include taxi, gas receipts and parking receipts. Parking receipts at the airport, hotel, or parking lot where the meeting(s) took place are valid receipts. Gas receipts should be for rental car only, not for personal automobiles. Taxi receipts must be documented for the business reason. If the traveler does not have the receipts for an expense, the traveler must inform you of the expense, business reason and why there is no receipt. Only expenses under \$25 are reimbursable without a receipt and/or acceptable memo of justification.

Complete the Expense Report Form:

- A. **Fund (6):** Use the fund number that is charged on the accounting line of the TA.
- B. **Org (5):** Use the org number that is charged on the accounting line of the TA.

- C. **Obj (4):** Use the account number (aka object code) that is charged on the TA. If necessary to change fund, org, or account code between original encumbrance entry and payment of travel expense report, note on the face of TER form that accounting changes are necessary. Signatures of TER form authorize FOAPAL change(s).
- D. **Amount:** This should match the total balance due (item Z). On the electronic form, the cell is formatted as sum function based on the balance due cell so it will automatically match the total balance due.
- E. **Traveler Name:** Insert the first name, then last name of the traveler.
- F. **ID #:** Use the traveler's social security number.
- G. **Dept:** Insert department name
- H. **Dept. Phone:** number for department travel support staff
- I. **TA#:** Enter the TA number for which you are processing travel.
- J. **TR#:** If a TR is used, enter the corresponding number for which you are processing travel.
- K. **Month/Day:** The month and day of each day of travel needs to be listed in a separate column to show per diem, lodging and any other expenses incurred on a daily basis. The dates should be represented as on example: 4/5, 4/6, and so forth.
- L. **Depart From:** This cell should reflect the city from which the traveler is departing from. For example: if the traveler leaves Fairbanks, the cell should read Fairbanks and so forth.
- M. **Departure Time:** This cell should reflect the time of departure of the originating flight, followed by am or pm. Can also be recorded as military time.
- N. **Arrival at:** This cell should reflect the final destination of the flight. Therefore, if the flight makes stops along the way (Fbks to Anchorage to Seattle), only the final destination is listed (such as Seattle from the example above). Note: for trips with multiple legs with layover time, TER should show each departure/arrival.
- O. **Arrival Time:** This cell should reflect the arrival time at the final destination, followed by am or pm; or military time.
- P. **Travel Via:** In most cases, customarily "AIR" unless the travel is by car or other means.
- Q. **Lodging:** The amount of lodging for each particular night plus the applicable taxes. Do not include room service, videos, or any other charges to the room that are the responsibility of the traveler. Business phone calls are entered under the **Tele. and Teleg.** cells. Include internet access fees with telephone and telegraph.

- R. **Per Diem:** Per diem is entered for each day using the per diem rate for where the traveler next slept in a bed. Use * to indicate meals provided to traveler and deducted from per diem.

The trip must include an overnight stay in order for traveler to receive per diem for the time they are in travel status. Each day is divided into four quarters. Traveler must be in travel status for a minimum of one hour within a quarter to qualify for reimbursement for that quarter.

Midnight to 6 am
6 am to Noon
Noon to 6 pm
6 pm to Midnight.

Refer to TA instructions for the web site addresses that list per diem rates for Alaska, the US and Foreign rates.

- S. **Ground Transportation:** This cell can include car rental, taxi and shuttle fares as well as any other relevant ground transportation used while the traveler was in travel status. List amount of each receipt under the appropriate day and use the explanations space near the bottom of the form if needed. Car rental expenses can be listed in one lump sum under the last day of travel column.
- T. **Tele. and Teleg.:** When business phone calls (includes fax and email access) listed on hotel bill exceed a cumulative total of \$25, the traveler must note on the bill who they called and the business reason/why, for each call
- U. **Misc. (Explain Below):** This cell is used for any miscellaneous expenses that traveler may have incurred while traveling. Receipts must be submitted to receive reimbursement, if over \$25. It is preferred that all receipts be submitted, even if under \$25. All miscellaneous expenses are to be identified/explained briefly in the explanations section of the travel expense report form.
- V. **Airfare:** The airfare is listed here and any expenses related to the airfare. For example, if the original ticket was \$200 but changes were made that included a \$50 change fee and a difference of airfare of \$25; the total airfare would be \$275.
- W. **Totals:** Each column/row should add up with all the expenses listed for reimbursement to get to a final balance due. In the Excel spreadsheet, the columns and rows have sum functions, however, the sum functions will only add cells that have dollar amounts so always check the addition of the columns and rows to ensure accurate subtotalling.
- X. **Subtotal:** Again, this amount should equal all expense listed for reimbursement.
- Y. **Advance:** Very rarely is an advance given prior to travel, however, if an advance was given, this is the cell to input the dollar amount advanced. If you are using an excel spreadsheet to prepare TER, it is fine to delete this cell.

- Z. **Partial:** If a partial reimbursement was processed (airfare and conference fees are common), the dollar amount needs to be input here.
- AA. **Balance Due:** This amount should take into account all expenses (the subtotaled amount) minus any advances or partial reimbursement.
- BB. **Traveler's Signature:** It is required that only the traveler can sign for their expense report. Faxed copies are acceptable.
- CC. **Dean's/Supervisor's Signature:** Traveler's supervisor. If supervisor is not available, proceed up the departmental chain of command until an available supervisor can review and approve expense report. With the approval of Travel Administrator, department travel support staff can be delegated approval to sign travel expense reports. Usually restricted to signing expense reports that do not exceed the dollar amount nor deviate from the dates/destinations approved on original travel authorization.

Note** if traveling on budget not under the control of supervisor, there should be an additional approval signature from budget authority.

Assembly of Documentation/Receipts for submitting the Expense Report:

Partial Reimbursement can be submitted for any expense incurred prior to traveling. Typically, used for reimbursement of airfare since airfare rates tend to be better if purchased in advance. Conference fees paid by traveler and hotel deposits can also be submitted for partial reimbursement prior to travel.

Documentation/Receipts to submit to SW Financial Systems for Partial Expense Report
Partial TER form with original signatures.

Copy of TA (not the original TA, but can be one of the color copies or a xerox).

Airfare receipts -- this can be either the email confirmation sent to the traveler or the screen printouts from the website showing the confirmation code, traveler name, itinerary and cost of airfare, or a xerox copy of the passenger receipt from a cardboard ticket.

Housing deposit -- if applicable, request that the hotel or housing authority send a copy of the deposit total as proof of receipt. Fax copies are acceptable.

Final Documentation/Receipts to submit to SW Financial Systems
Expense Report with original signatures.

Original TA (the top white copy).

Airfare receipts -- this can be either the email confirmation sent to the traveler or the screen printouts from the website showing the confirmation code, itinerary and cost of airfare, or the passenger receipt copy of a cardboard ticket, or boarding passes w/all information.

Hotel bill -- if applicable. Any phone calls must be documented.

Car Rental bill -- if applicable; provide justification of need for rental car if attending conference/classes/symposiums.

Miscellaneous expenses – original receipts for parking, gas, conference fees.

For conferences/symposiums/classes—submit agenda with start/stop times, sessions traveler is scheduled to attend; meals and social events provided by fees; amount paid for conference

Any supporting documentation to validate expenses as necessary to business purpose of travel