

UCM Processing Guidance

Required Documentation:

Airfare Receipt/Itinerary: A line item and detailed receipt must be present in the expense report EVEN if direct billed. Boarding passes alone are not sufficient. Receipt must show payment method and class of service. If personal legs are being added to a trip that make the trip more expensive than a round-trip ticket for business, airfare must be paid with personal funds. The business portion will be reimbursed after the trip concludes. A quote must be collected at the same time as the flight being booked using the same booking agency and airline to show the comparison rate. If the airfare including personal travel is cheaper than the business travel then the airfare can be direct billed. All supporting documentation should be included in the expense report even if flight is direct billed, with clear explanation of rates and personal time added on.

Lodging: Itemized lodging folios showing \$0 balance due are required. If the hotel was not utilized or was prepaid by an external source a note must be added to state who paid and where the traveler stayed. Hotel stays that exceed \$275 per night as policy allows require justification. Justification must include either a print-out taken at the time of booking with surrounding local hotel rates needs to be provided, or a note stating the event is taking place at the designated hotel and this was the conference rate provided. No exceptions will be granted without the proper documentation, only the \$275 room rate will be reimbursed in situations where no back up is provided.

Conference/Meeting Agendas & Registration: Registration receipts showing proof of payment are required. If paid by PO please note PO# along with proof of payment. Agendas should always be included to show start and end dates/times and if meals are being provided. If meals are purchased in addition to meals already provided by conference please justify why. An example would be dietary restrictions.

Rental Car: Final paid receipt is required, estimates are not acceptable. The receipt must show class of car, policy allows for Intermediate and below. If Full Size and above purchased, there must be a note/explanation included as to why a larger vehicle was required.

Other Travel Documentation Requirements:

- All Entertainment receipts over \$75, must be itemized.
- Host/Hostess Gifts Receipts required over \$25 – one per stay (no gift cards allowed)
- Transportation over \$75
- Parking over \$75

\$62 Maximum Meal Allowance: A maximum reimbursement of \$62 can be reimbursed on a daily basis during travel that includes an over-night stay. If consistently requesting \$62 per day either include receipts or a note to substantiate the expense should be provided to show proof that more than \$62 was spent, and no alcohol was purchased. Receipts, although not required to be submitted, should be retained in case of an audit, depending on the funds used auditors may request the back-up documentation to justify that amount spent. If travel expenses are paid using grant funding all receipts must be retained.

Valet Parking: Justification needs to be provided if valet parking is utilized. Valet parking should not be used when self-parking is available.

Entertainment Meal Overages: Entertainment meals that exceed the limit set forth by BUS-79 require an exception to policy. These are granted on a case by case basis, one time only. Also, all entertainment meal purchases for the same event should be cross-referenced if being reimbursed in various Expense Reports or PO's. A total amount spent should be provided to give an accurate per person total.

Moral Building & Staff Appreciation Events: Require a clear business purpose and benefit to the University. Higher approval from the Controller should be sought prior to the event taking place. Documentation/agendas showing the events and topics discussed and attendees at these events should be included as justification.

Non-Travel Expenses: All non-travel related items purchased during travel must be reimbursed through Concur. Examples are charging cords, adapters and/or research supplies. These should be treated as one-time purchases and not continually occur. Personal items will not be reimbursed, examples of these items include toiletries or forgotten personal items purchased during travel such as toothbrush, mouthwash, floss, make-up etc.

Banned Travel States:

Currently, any travel to the states listed below may only be reimbursed on unrestricted funds:

1. Alabama
2. Arkansas
3. Florida
4. Idaho
5. Iowa
6. Kansas
7. Kentucky
8. Mississippi
9. Montana
10. North Carolina
11. North Dakota
12. Oklahoma
13. South Carolina
14. South Dakota
15. Tennessee
16. Texas
17. West Virginia

Late Submission

45 Days to 6 Months: Traveler needs to provide a detailed explanation of why the expense report is being submitted late.

6 Months or more: Exception to policy is required to be approved by the Controller.

Hotel POs: Any hotel charges put through on a PO should only include room/tax and parking. No food purchases should be processed through Oracle. Guest travelers should be notified in advance of traveling they will need to pay for meals out of pocket and be reimbursed after the travel has taken place, including any meals charged to the hotel room. When sending invoices to AP please make sure the PO is clearly written on the invoice and all supporting documentation is attached.

Please note these items, in addition to Entertainment, Relocation etc.. are subject to change based on future audit findings, or changes in regental policies related to travel and entertainment.

Additional Information

To book travel or submit travel/entertainment, out-of-pocket reimbursements or Pcard expense reports use the travel and expense management system [Concur](#).

Step-by-Step Guides and additional information can be found on the [Concur Resources](#) page.

Submit any questions to Travel & Expense Management using a Travel & Expense Management General Inquiry Service Now ticket. All Service Now tickets for the Division of Finance and Administration can be found on the [DFA Service Catalog](#).