Welcome to Portland State University
Travel Workshop
Objectives

- Meet the Travel Team
- Overview of PSU’s travel policy
  - Travel Checklist
  - Traveler’s Payment Options
  - Types of Travel
  - Moving Reimbursements
  - Travel Forms
- FISCAL YEAR END
- QUESTIONS/ANSWERS
- CONTACT INFO
Employee Responsibilities

• Travel should be authorized and approved prior to the dates of travel. (no authorization needed for in-state, with no airfare)

• Travel should be in compliance with PSU policy which follows IRS policy.

• Travel should be cost effective and beneficial for PSU. Must have complete business purpose.

• Travel documentation and forms must be accurate and timely (within 60 days of end of trip) with appropriate signatures.
TRAVEL CHECKLIST

BEFORE TRIP—TRAVEL AUTHORIZATION

☐ Do you have an approved Travel Authorization Form?
  - Is Travel for valid PSU business purpose?
  - Is the itinerary section of form completed?
  - Is this trip requiring airfare?
    - If using contracted agency, has dept. approver provided index code to contracted agency and approved airfare?
  - Is this trip requiring car rental?
    - Has rental car been booked through Hertz, Enterprise or Zipcar? If traveling from Salem, was rental booked for State Motor Pool?
  - Has the Travel Authorization form signed by Claimant, Department Approver, and DRA (if Grant)?
  - Is a travel advance needed?
    - If so, has Travel Advance form been submitted for approval and forwarded to University Financial Services?

DURING TRIP—TRAVEL DOCUMENTATION

**Caution:** Do you have all your necessary travel documentation?

☐ Is the trip's business purpose to attend a conference?
  - Do I have the original itemized hotel folio showing total amount paid?
  - Do I have copy of conference agenda reflecting if meals are provided?
  - Is this trip requiring airfare?
    - Do I have airfare itinerary?
  - Is this trip requiring car rental?
  - Do I have vehicle rental receipt if requesting fuel reimbursement?
  - Is this trip requiring use of my personal vehicle?
    - Do I have backup MapQuest documentation or use of mileage chart?
  - Is this trip not using per diem for meals/lodging?
    - Do I have all meals/lodging receipts if not claiming per diem?

AFTER TRIP—TRAVEL REIMBURSEMENT

☐ Do you have your Travel Expense Form complete to be reimbursed for your trip?
  - Is Travel Reimbursement form turned in to Campus Accounting Services within 60 days from last day of travel?
    - If TA is greater than 60 days of travel, do I have a late justification attached to form?
  - Is the trip's business purpose to attend a conference?
    - Do I have the original itemized hotel folio showing total amount paid attached?
    - Do I have copy of conference agenda reflecting if meals are provided attached?
  - Is this trip requiring airfare?
    - Do I have airfare itinerary attached?
  - Is this trip requiring car rental?
    - Do I have vehicle rental receipt if requesting fuel reimbursement attached?
  - Is this trip requiring use of my personal vehicle?
    - Do I have backup MapQuest documentation or use of mileage chart attached?
  - Is this trip not using per diem for meals/lodging?
    - Do I have all meals/lodging receipts, if not claiming per diem, attached?
  - Is this trip involving any incidental purchases $50?
    - Do I have original receipts attached?
  - Is the correct amounting listed on TRF is the math adding up?
  - Is the Travel Authorization form attached?
  - Is the Travel Reimbursement form signed by Claimant, Department Approver, and DRA (if Grant)?
  - Was a Travel Advance given for this trip?
    - If so, were trip expenses less than advance, if so, have I deposited check/draft to cashier's office?
TRAVELER’S PAYMENT OPTIONS

- Reimbursement of Personal Funds
- Direct Bill
- Group Travel Card
- Travel Advances
Reimbursement of Personal Funds

- Use of own personal funds such as: credit card, checking, savings, cash
- Seek reimbursement by keeping original itemized receipts/documentation and filling out Travel Reimbursement form
Log into UFS Intranet:  [https://sites.google.com/a/pdx.edu/bao-intranet-web/home]

Use renter’s PSU ODIN username and password

Click on “Campus Accounting” tab

Under “Applications” column, click on “Enterprise/National Car Rental” link

If phone reservation, an account number will be needed. PSU’s account # is provided next to Enterprise link

Renter must provide department index, contact person, phone # to ensure charges are correctly billed. Travel Office receives billing statement which is reviewed for accuracy and creates JV to record expenses

REGISTER THROUGH [www.zipcar.com/psu]

Zipcar will route the request to the Travel Office for approval (verifies authorized PSU employee)

Once approved, Zipcar will mail a Zipcard to traveler or CAS

Traveler gives index code at time of reservation

Zipcar sends billing to Travel Office who prepares JV upload

Book by phone (800-654-3131) or book online (Hertz.com). On bottom right side where it says “Travel Agents”, click on link “Applicant Program” to make reservation

Provide CPD (Corporate Account Number): 221255

Provide #1 Applicant Number: Call or email Travel Office for this number

Provide index code, contact person, phone number. Hertz sends billing to Travel Office who prepares JV to record expenses in Banner.

If booking through Airfare Agency, give Applicant # to Agent to put in ID FIELD of their computer system
Department creates PO in Banner and has printed PO approved and signed.

Department forwards approved PO via email to contact@hotelmodera.com

Hotel Modera will work with department to reserve rooms and provide a confirmation number. Confirmation # must be added to PO via FOAPOXT in Banner by department. You will get an error stating you cannot make changes to approved PO. Click OK and it WILL let you add number. Save

Modera sends invoice directly to department who enters invoice in Banner against PO. Once invoice is approved in Banner, payment is processed and expenses recorded

UNIVERSITY PLACE HOTEL

Department to make reservations by filling out Third Party Billing Form

http://www.pdx.edu/financial-services/formpolicies (under General/University Place Third Party Billing)

Department should fax completed form to UPL Hotel to reserve room

UPL Hotel will then enter a JV into Banner expensing index codes. They also email the JV, with copy of invoice, to Travel Office who reviews and then sends to CAS for approval. This approval of the JV records expenses in Banner.
Traveler calls and makes reservation with the agent [http://www.pdx.edu/financial-services/formpolicies](http://www.pdx.edu/financial-services/formpolicies) (under Travel/Summary of Travel Reimbursement Rates) to find agency contacts info.

Agent will ask traveler who is authorizing travel.

Agent checks approvers list on updated Signature Authorization form emailed to them from CAS. **Agent emails the approver asking for the index and account number for authorization**

Approver emails index/account number to agent, then agent adds info to reservation and issues ticket.

Agency sends billed information to CAS to be uploaded via JV and entered as expenses in Banner.

**DO NOT BOOK AIRFARE WITH AGENCY UNLESS YOU HAVE APPROVED TRAVEL AUTHORIZATION**

**GIVE AGENT NAME OF UNIT or DRA IF GRANT, OR DEPARTMENT HEAD IF NOT GRANT (from APPROVED TRAVEL AUTHORIZATION)**
Group Travel Card

Group Travel Card (part of Pcard program)

- Issued to a department – groups/teams who travel

- Can be used for travel expenses, i.e. hotel, meals, etc.

- Flows through p-card module – no forms to complete (questions? Contact pcard@pdx.edu)
Travel Advances

- Can receive no earlier than 2 weeks prior to trip
- For Employees Only
- Send completed, signed form to FAST-CAS
- Only printed checks (remember AP runs printed checks only on Wednesdays.....plan ahead)
- Advances are cleared using travel reimbursement form after trip
# Types of Travel

### In-State
- Between locations in Oregon & to Oregon
- Vancouver, WA and Clark County

### Out-of-State
- From Oregon
- Destination within the Continental U.S. (Alaska and Hawaii are Out-of-State travel)

### Foreign
- To/From Outside United States (50 States)
- Any Foreign Countries
In-State

- Lodging
- Mileage
- Meals
- Transportation
In-State: Lodging and Mileage

**Lodging**
- $120/night (1/1/15)
- $25 non-traditional lodging
  - i.e. staying at someone’s house
- If using per diem, NO RECEIPT NEEDED

**Mileage**
- $.575 per mile
- Attach backup documentation (MapQuest or Google maps)
- If using mileage chart no backup necessary
- Must use most direct route
  - Home vs. office location
In-State: Meals

**Meals**

- $52/day (25% B, 25% L, 50% D)
- No receipts required if claiming per diem
  - If receipts are attached must go by amount, cannot pay for tips.
- Overnight trips: 75% of total per diem for the first day and last day of travel
- One-day trip meals are taxable, lunch is not allowable
  - Departure/Arrival times based on two hours before or after work schedule
In-State: Transportation

- Taxi from PSU to PDX $40 max each way/ no tips
- Parking – $10/day max economy parking at airport
- Mileage from PSU to PDX airport is 13 miles
  **If home is closer must use from home to PDX**
Out of State

- High/Low Cities
- Conferences
- Lodging
- Meals
- Transportation and Airfare
Out of State: High/Low and Conferences

High/Low Cities
- Different rates for different cities and counties
  - High cities are listed on Travel Summary Sheet
- Low follows in-state rates:
  - $52/day meals
  - $120/night lodging (1/1/15)
- High rates are:
  - $65/day meals $194/night lodging (1/1/15)

Conference Exception
- Follow high rates for meals and actual cost of hotel if you stay at conference site hotel AND...
- You must attach conference agenda showing conference site hotel (hotel folio)
- If meals included at conference or hotel, cannot claim on reimbursement
Out of State: Transportation and Airfare

**Transportation**
- Rental Car
  - No rental car for conference
  - No upgrades or GPS
  - Insurance
- Taxi
  - $75 and below no receipts required. Tips not reimbursable

**Airfare**
- Use contracted agency (preferred) See Direct Billing Instructions
- Flight Itinerary
- No upgrades
Best Practices

• In-State
  • Using mileage chart
  • If same trip-print out one map and write dates on map
  • Per diem
  • Contracted agencies (preferred)

• Out-of-State
  • Travel Authorization must be completed and approved before travel
  • Detailed daily itinerary
Foreign

- Lodging
- Meals
- Currency
- Transportation and airfare
- Best practices
Foreign: Lodging & Meals

**Lodging**
- Per diem rates vary by location ([http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp))
  - If city is not listed must use “other” rate
- If traveling for conference lodging reimbursed at actual cost with conference information and hotel folio
- No receipts required if claiming per diem

**Meals**
- Per diem rates vary by location ([http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp))
- Meals included in conferences will not be reimbursed
- Incidentals are included in per diem rates
- No receipts required if claiming per diem
Foreign: Currency & Transportation/Airfare

Currency
- Oanda
  (http://www.oanda.com/currency/converter/)
- Conversion should be by day of receipt or using credit card statement showing actual rate

Transportation and Airfare
- No quote needed from contracted agency
- Flight Itinerary
- No upgrades
- Taxi – itemization of to/from; no lump costs
- No receipt needed if under $75 each way
Foreign: Best Practices

- Use per diem
- Daily detailed itinerary
- Do not use average for currency conversion
- When paying for services complete “Receipts for Services” form
- Use Oanda for all conversions
- Business purpose is needed for all supplies
- Supplemental form available if more space is needed
Proof of Payment

No Receipt
- **Per Diem !!!!**
- Taxi to PDX airport
  ($40/trip max)
- Parking at PDX airport
  ($10/day max)
- Taxi Out of State under $75
- Misc. expense under $25

Receipt
- Conference rate exception for lodging (hotel folio, no balance due)
- Conference registration fees, please use Pcard for conference registrations
Moving

- Types of moving expenses
  - Taxable
  - Non-Taxable
- What is taxable and non-taxable?
- Letter of offer
- 50 mile test
Moving: Taxable vs. Non Taxable

**Taxable Items**
- House Hunting
  - Transportation between new and old locations
  - Transportation in vicinity of new location
  - Meals and lodging
- Temporary Living
  - Meals and lodging
- Moving
  - 34.5 cents/mile
  - Meals
- Miscellaneous
  - Closing costs, utility hookup, etc.

**Non Taxable Items**
- Moving
  - Moving company or van rental
  - Storage for first 30 days
  - 23 cents/mile (1/1/15)
  - Lodging non-taxable

*Moving Guide on UFS website*
Moving: Letter of Offer

- Must be attached to moving reimbursement
  - Cannot be email
  - Cannot be phone conversation
  - Cannot be sticky note

- Must have $ amount stated in letter of offer. If not, supplemental letter of offer needed.
Travel Authorization

- Estimate of costs while on trip (over 10% + approval)
- Required for all travel except in-state without airfare
- Must be completed and approved prior to trip
- Two/three signatures required - If Grant, PI and DRA approval needed
- Detailed daily itinerary
- Not required for non-PSU affiliated travelers
- Keep in department/send copy over with Travel Reimbursement
Travel Reimbursement

- Turned in within 60 days of **last day of travel**
- Traveler/ Department signatures
- If Grant, PI/DRA signatures
- **Complete** business purpose
- Provide contact name for questions
- Provide accounting info (index, acct #)
- Deduct any advance, clears advances
- Weekly Wed check run, daily ACH
- Check FAIVNDH to see if processed
Travel Reimbursement Additional Forms

• In State & Out of State
  • Supplemental mileage log – odometer reading
    • Use when going to obscure locations or cannot determine miles from MapQuest or Google maps

• Foreign
  • Foreign Supplemental form only needed if expenses do not fit on travel reimbursement
  • International Receipt for Services

All on our UFS website!
If received Advance, check box

Travel advance auto populates

<table>
<thead>
<tr>
<th>Date</th>
<th>OTHER EXPENSES: Transportation fares, registration fees, telephone calls, etc.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Advance: Yes ☐ No ☐ Sub-Total: $0

<table>
<thead>
<tr>
<th>Index Code</th>
<th>Account Code</th>
<th>Activity Code</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRA001</td>
<td>A3110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the expenses itemized above have been incurred in the performance of my official duties, and that the charges therefore are just and that no part thereof has been heretofore paid.

Claimant's Signature
Moving Reimbursement Form

- Letter of Offer must be attached
- Turned in within 60 days of move
- Original itemized receipts and proof of payment required
Commonly Made Mistakes...NOT GOOD AT FISCAL YEAR END

- Not completing TA and getting it approved before trip
- Over 60 days late (after last day of trip)
- Lumping in travel expenses
- Signatures
- Lack of backup for mileage
- No or limited business purpose
- Receipts vs. No receipts
- Using incorrect form
- No detailed itinerary
- Advance box not checked
- Advance index and account code, TRA001 A3110, not in accounting string to clear advance. Use new form and it autopopulates!
This is where you will see if your reimbursement amount is different from what was requested. For instance, “tips not allowed”.
FISCAL YEAR END CLOSING
FISCAL YEAR END CLOSING
Travel Crossing Fiscal Years

If traveler returns on or before June 30; travel is FY15
If traveler leaves on or before June 30 but returns on or after July 1; travel is FY16
DEADLINE TO GET TRAVEL REIMBURSEMENTS TO CAS
CHECK TRAVEL AUTHORIZATIONS YOU HAVE IN YOUR AREA.

AND COMPLETE TRAVEL REIMBURSEMENTS AND SEND TO FAST-CAS BY JULY 6TH.
RECONCILE ADVANCES

Complete Travel Reimbursements

Cashiers in NH

10am

Time is critical
WHICH YEAR AM I?
I am going to China for a conference. I leave June 25th and return July 1. Which year am I?

FY16
I am headed to Africa to oversee research of a water purification system. I will conclude all business work on June 30th. Since I am in Africa, I want to do some personal traveling. Which year am I?

FY15
AND YOUR FINAL ANSWER IS...

If my trip belongs to FY15, but I decide to stay overseas until August 1st for personal reasons, what do I do to get paid and expenses correctly recorded in FY15?

a) Wait until I am back and submit reimbursement in August?

b) Prepare reimbursement, sign, scan to department for approval, then send to CAS by July 6th

c) Sorry, no reimbursement because you could not return by June 30

d) Prepare reimbursement, scan to department for approval, then send to CAS at least by July 13th

e) None of the above
AND YOUR FINAL ANSWER IS...

I am attending an August conference, but they require me to pay the registration now in order to get a discount, what should I do?

a) Use FY15 expense funding to pay for registration in order to get discount

b) Use prepaid program code and go ahead and submit for payment now

c) You have to waive discount and just pay after June 30th

d) Use prepaid code and pay after July 3rd

e) None of the above
Where do I find deadlines for submitting travel reimbursement by fiscal year end?

a) Call A/P
b) Email travel@pdx.edu
c) Call Pcard team
d) Instant message travel team
e) B and D
f) A and C
AND YOUR FINAL ANSWER IS....

WHAT IS THE **DEADLINE** TO GET TRAVEL REIMBURSEMENTS AND INVOICES TO FAST-CAS?

A) July 6th  
B) June 30\(^{th}\)  
C) July 3rd  
D) Any of the above
AND YOUR FINAL ANSWER IS....

WHAT IS THE **DEADLINE** TO GET MONEY OWED ON A TRAVEL ADVANCE TO CASHIERS IN NH?

A) 10 AM
B) NOON
C) MIDNIGHT
D) ANYTIME
True or False – In State

- I am attending a conference in Ashland OR by airplane, I do not need to prepare a Travel Authorization Form because it is In State Travel

- **Answer**: False. Travel Authorization Form is required for In State Travel with airfare
I am attending a meeting in Eugene OR. I am choosing to use the mileage from Gresham OR home to Eugene OR instead of using Portland State University address.

**Answer**: False. Always use the shorter route for mileage reimbursement. PSU to Eugene is closer than Gresham.
True or False – Out of State

• If a faculty wants to pay for lodging at a conference and wants to share a hotel room with another employee, can the faculty get reimburse for the total lodging cost?

• **Answer**: Yes. But other employee will need to prepare a memo indicating that the faculty paid for their lodging and they will not be seeking a reimbursement for it.
True or False – Out of State

- I was provided breakfast with the conference, however, I am gluten intolerant and had to purchase breakfast for myself. Can I get reimbursed for breakfast I purchased?

- **Answer:** Yes, but doctor’s note will need to be on file as medical exception.
We are Here to Help

- Travel email – travel@pdx.edu
- Instant messaging – http://www.pdx.edu/financial-services/travel
- Cora: alloway@pdx.edu 5-4382
- Jarred: jtrapp@pdx.edu 5-2747
- Xi: xi@pdx.edu 5-3733
- Beth: king4@pdx.edu 5-9825
Other Helpful Resources

All found on UFS website
- Oanda-currency conversion
- PSU Signature sheet
- Per diem rates
- City pair
- Moving expenses matrix
- UFS travel policy
- Mileage chart
- Travel summary
- Direct Billing Instructions
Thank you for coming to Portland State University
Travel Workshop