Travel Authorizations and Expenses

Steps to becoming an Authorized Traveler:

1. Traveler sends a request to Soyeon, cc: fcstravel@ag.arizona.edu.
   a. Details include:
      i. Who is Traveling
      ii. Dates of Travel
      iii. Purpose of Travel
      iv. Funding Information
      v. Conference web link if applicable
      vi. Other Info: Classes missed will be covered by; Other obligations; etc.
2. Soyeon sends her approval / requests additional information.
3. Business office will forward Soyeon’s approval to admin with the completed travel authorization form attached.

Steps to getting reimbursed for Travel Expenses: Travel must be 35 miles from duty station. (Usually Tucson)

Partial:

2. Proceed to fill in the information for expenses incurred prior to trip departure date.
   a. Ex: Airfare, Conference Registration, Supplies, etc.
3. Obtain appropriate signatures and turn in to business office for review.
   *Please encourage travelers to utilize department P-Cards when appropriate. Reminder: Hotels are not allowable expenses.

Final:

1. Select Final on the Travel Expense Report.
2. Proceed with filling out the form.
   a. Mileage:
      i. Insert beginning and ending odometer readings Calculation will be automatic.
      ii. Programs such as mapquest can also be used to document mileage.
   b. Meals:
      i. Use per diem rates when possible.
      ii. Check the departure and arrival times of the trip to ensure that per diem is being calculated properly.
      iii. Check conference schedule to see if meals were provided.
      iv. Proof of lodging must be shown to get per diem.
   c. Lodging:
      i. Check per diem rates to ensure that they are allowable rates.
      ii. If the expense is above the allowable rate, determine if the lodging was designated, or obtain a memo from the traveler justifying the rate.
      iii. Per diem rates do not include taxes, check the base rate of the lodging.
   d. Transportation:
      i. Insert expenses. Ex: airfare, taxi, shuttle, parking
   e. Miscellaneous Expenses:
      i. Insert expenses. Ex: conference registration, supplies, shipping, business meetings, etc.
3. Obtain appropriate signatures and turn in to business office for review.

Other Notes:

1. At least one signature should be in blue ink. (Necessary to distinguish copies from original).
2. Tape receipts to a 8.5 x 11 sheet of paper. Do not tape on ink. Tape receipt on top and bottom. Do not create an air pocket. Do not use staples.
3. If Travel included a conference, include backup with the receipts.
Below are some links that will be helpful when processing travel/other reimbursements/PCard forms

Eforms: http://uabiss.arizona.edu/eforms/

Reimbursements (procedures & policies): http://new.fso.arizona.edu/fso/deptman/9/910reimb.html

Object codes (expense): http://www.fso.arizona.edu/fso/deptman/5/501exp.html

Travel (procedures & policies): http://new.fso.arizona.edu/travel.html


Per diem rates (foreign): http://aoprals.state.gov/web920/per_diem.asp

Per diem breakdown: http://new.fso.arizona.edu/fso/deptman/14/1413perd.html#breakdown

PCard policies (UA level): http://www.pacs.arizona.edu/pcard_policies_manual

PCard procedures (internal to FCS): attached

PCard form (internal to FCS): attached

You will want to collect a list of people for whom you will be processing forms since, if UA employees, you will need their EmplID numbers and job titles. I can furnish these when you send me your list.

Thank you,
Paige
621-7142
I have been asked to remind all of you of FCS’ travel policy. If you will be traveling on UA business, whether you will be using UA funds or not, and before you make any arrangements, you must request to be put on travel status by doing the following:

Send an email to Soyeon at shim@ag.arizona.edu
CC the business office at fcstravel@ag.arizona.edu
Indicate the destination(s), dates of travel, UA business purpose of the travel, and funding source.
If you will be attending a conference, please include a link to the conference website.
If you have an instructional appointment and the travel will take place during classes, Soyeon will want to know how they will be covered.

Once Soyeon approves your travel, the business office will put you on travel status. This policy must be followed for all UA employees and associates including faculty, appointed personnel, classified staff, graduate students (whether GAs or not), and undergrads (whether UA employees or not).

Finally, if you plan to use FCS funds for any purpose, please let the business office know before the expense occurs. Some of the more common expenses are travel, business meeting expenses, business entertainment, interview expenses, foreign visitors, equipment, subject payments, incentives, independent contractors, consultants, and office supplies. By planning ahead, the business office can ensure a) that the funds are available, and b) that UA policies are being followed.

Thank you,
Paige
621-7142

The following question has been asked—If we are traveling on personal funds, why do we need to do this [be put on travel status]?

The UA Travel policy is here: http://www.fso.arizona.edu/fso/deptman/14/1410trav.html

Item #4 in the policy states the following:

Travel must be authorized and documented prior to all official University travel activities, and a Travel Authorization Form must be filled out, even if travel expenses will not be charged to the University. This ensures that:

a. Travel plans have been authorized by the appropriate departmental approving authority;

b. Funds are available;

c. The traveler can document their official travel status if needed for Risk Management purposes;

d. The travel has a legitimate business purpose; in the best interest of the university.

e. The travel meets the IRS Accountable Plan
PCard procedures (updated 1/27/10)

Airfare & car rental via Chaparral (Remember, you can also make reservations and purchase airfare on your own via the PCard to avoid the $25 service fee from Chaparral.)

1. Contact Chaparral to make a reservation. Ask for Cassie, 795-3600.
2. Cassie will send you an invoice via email. She will also send one to the Business Office.
3. Forward your email to the Business Office (fcstravel@ag.arizona.edu) with either
   a. A copy of Soyeon’s email approving travel for the UA employee (Note: Soyeon’s approval should be obtained before you contact Chaparral.)
   b. A UA business-related purpose for the non-UA employee’s travel
4. The Business Office will approve or deny the expense within twenty-four hours.
   a. If approved, the reservation will be ticketed.
   b. If denied, the Business Office will email you an explanation.

Purchases in the Business Office

1. Complete a PCard request form (attached) and submit to your supervisor, if necessary, and to the Business Office for approval.
2. Upon approval, you will check out a PCard and make your purchase using the computer in Room 401K. The computer will be available M-F 7:30-4:00 with the exception of T & Th from 10-11:30.
3. If you are purchasing deliverables, you must use the following delivery address:
   a. Family & Consumer Sciences, 650 N. Park Ave., Room 401G, Tucson, AZ 85721-0078
4. After your purchase is complete, print a receipt. Return the form, receipt, any relevant documentation, and PCard to the Business Office.
5. The Business Office will notify you when your purchase has arrived.

Allowable purchases include:

- Airfare (UA employees & non-UA employees if US citizens)
- Books
- Conference registration
- Membership fees
- Computer equipment (Contact IT department first)
- Subscriptions

Unallowable purchases include:

- Hotel
- Food
- Alcohol
- Gifts
- Pre-paid cards
- Travel for foreign non-UA employees
- Single purchase over $5,000
- First-class airfare

Things to remember:

1. Students (undergrads or grads) may not use the PCard at Chaparral.
2. Students (undergrads only) may not use the PCard for purchases in the Business Office.
3. Do not write down or transmit the card number, expiration date, or 3-digit number from the back of the card. The PCard is to be used only in the Business Office and only for the expense that has been pre-approved.
4. Do not save the card information in any on-line account that you currently have or may create.
5. Should an expense appear on the card that was not pre-approved, the card will be cancelled.
6. The Business Office will notify you when staff members will not be in the office at least one week early, whenever possible. Please plan your purchases accordingly as no one other than the Business Office staff has access to the PCards.
# P-Card Request Form

**Log Number:** ____

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Date</th>
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<tbody>
<tr>
<td>Name / Phone</td>
<td>Requested by / Phone</td>
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## Vendor Information
<table>
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<th>Vendor Name</th>
<th>Phone</th>
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<td>Website</td>
<td>Fax</td>
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## Order Information

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<th>Unit</th>
<th>Description (include part number, manufacturer, color, etc.)</th>
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## UA Business-related Purpose for Purchase

________________________________________

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**For Administrative Use Only**

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<tr>
<th>Supervisor Approval, if app</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Business Office Approval</th>
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<th>Confirmation Number</th>
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<th>pj</th>
<th>Final Approval</th>
<th>Date</th>
<th>Card: Ext/FCS/FMiJL/PJ/TCAI/TJL</th>
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<th>Price/Unit</th>
<th>Total Price</th>
<th>Account</th>
<th>Object Code</th>
<th>Tax Exempt?</th>
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**Subtotal**

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**Item(s) Received**

PRINT | SIGNATURE | DATE