Travel Authorization & Reimbursement



Travel Best Practices

What are Travels for?

Shows you were authorized to travel on behalf of SUU and covered by SUU insurance

If we do not follow the IRSAccountable Plan rules, all travel reimbursements will become taxable to the employees

The Controller's Office will not reimburse travel expenses without first having an authorization

When Do I complete a travel authorization?

At least seven days prior to departing - Travel advances are only granted if expected out of pocket expense exceeds \$300

When a student, staff, faculty or volunteer are traveling



Travel Resources

https://www.suu.edu/accountingservices/forms.html

Accounts Payable processes checks and direct deposits daily. Please allow 7-10 business days for your travel to go through all the respective approvals.



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Starting A Travel Authorization

To access the travel authorization form

Click on MySUU Portal on the SUU homepage



Sign in to your mySUU Portal with username and password

Click on Travel under the Apps section on the left side of the screen





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Add Trip and Complete Travel Details

In the travel app click on 'Request Travel' on the top right hand corner

Note: Previous trips will be listed below



Enter the required details about your travel

T-Number of the traveler on this travel

Purpose of trip and Comment if necessary

Other Employees in party if applicable

Destination(s) if there are multiple you can add a line by clicking the corresponding green + sign button



Enter Estimated Travel Expenses

The travel system has three expense types:

Departmental - Expenses paid by P-Card or interdepartmental transfers

Out-of-pocket - Expenses paid by personal or Advanced funds

Non Reimbursable - Expenses you paid by personal funds you do not wish to be reimbursed for

Expense Categories

Enter in travel categories with the associated type, description, and planned amount of expense

To add additional expense categories and types, add a line by clicking the corresponding green + sign button

In the Advance box, you have to enter something but it can be \$0 if you do not require an advance.



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Enter Expense Distribution(s)

Either an Index or FOAPAL can be entered for the expense distribution. There must be sufficient budget for travel in each charged FOAPAL/Index to cover the travel expense being requested. Click on the corresponding green + sign button if you need more than one line and enter an 'Amount' or 'Percent' to make allocation between charged FOAPAL/



Enter Disbursement Details & Approval

To receive an advance for out-of-pocket expenses place an amount in the "Advance Amount" field. The travel request must be submitted at least five days prior to departure to request an advance. Only certain expenses qualify for an advance. Advances are not available for airfare, vehicle rental, lodging, registration fees, or individual students. All travel requests are routed to the traveler's supervisor, the financial manager, and the travel office (Accounts Payable) for approval.

When/How Do I complete a Travel Expense Report?

Travel expense requests are to be completed on every travel, AFTER the travel authorization has been completed and approved.

Travel expense reports must be submitted within 30 days after returning from travel. All details of your travel will be maintained on the expense report form and will be accessible in your MySUU Portal.

All necessary documentation (receipts) must be attached to the expense report. Please keep in mind, a credit card statement is not considered an itemized receipt. Documentation may include: receipts or items otherwise discussed with Accounts Payable.

If you received an advance in excess of your documented expenses you are required to refund the difference to the cashier's office and submit your receipt with the travel expense report documentation.

Access Expense Report Form

The travel expense report form is also located in your MySUU Portal using the same Travel App link as the travel authorization form.

Locate the trip needing reimbursement from the listed travel requests, click into the travel and then click the green 'New Expense Report' button in the top right hand corner.



This will access the trip and display approvals and details of your trip you completed for travel authorization. You cannot change these parameters. If your dates/times change attach an explanation of changes.

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Reporting Actual Expenses

Complete the 'Actual Amount' column for the expenses fitting your original travel estimates. <u>Pre-trip estimated expense items and amounts cannot be adjusted</u>. For additional expense lines click on the green + button and complete the category, type, description and actual amount. Click on the red – button next to a specific line to delete that line. All planned expense must have an actual amount. Reimbursement total is calculated using 'Actual Amount' field and 'Out-of-Pocket' category.





Expense Categories

Lodging

Reasonable lodging will be reimbursed for actual costs if supported by an itemized receipt.

If the traveler elects to lodge somewhere other than a hotel/motel (e.g. family, campsite) they will be eligible for per diem of \$20.00 per night. The name of person/place and address must be attached for reimbursement.

Mileage

No receipts are necessary when using the perdiem rates for reimbursement on food.

If reimbursement is for travel with multiple destinations include a travel log that includes beginning and ending mileage for each separate destination.

Expense Categories: Continued

Per Diem

Meals are reimbursed for trips over 100 miles (one way) from departure location and travel for more than ten hours.

No receipts are necessary if you are using the perdiem rates for reimbursement.

If meals are provided at the event or conference reimbursement may not be eligible.

Reimbursement of meals provided for guests must indicate the name and title of guest, business purpose of meal, and itemized receipt accompanied by a business Meal Certification Form.

Other

All reasonable and necessary expenses will be reimbursed if supported by an itemized receipt(s).

An itemized receipt is required for each individual expense of \$30.00 (USD) or more. If less the \$30.00(USD) without a receipt must be itemized and explained.

Ground transportation less than \$10.00 does not require a receipt.

Other expenses include: fuel (other than mileage), taxi, flights, etc.



Expense Distribution & Advances

Expense Distribution



Documentation & Approval

Documentation

All documentation related to the trip must be included with the travel expense report. Including but not limited to: Conference Agendas, Receipts, Travel Logs, etc. Receipts are attached to the online reimbursement and submitted electronically.

Approval

All travels will be automatically routed to the financial manager (based on purchasing approval queues) of each FOAPAL and the Travel Office for approval.

Document Upload

To successfully submit your travel expense report, all documents must be simultaneously uploaded. Click on 'Browse' to locate the file(s) you want to upload, hold down the ctrl button on your keyboard and select

additional files.



To finalize your travel reimbursement request click 'Submit for Approval'.



FAQ

I leave on a trip in less that seven days. Is it too late to submit a travel authorization?

No, you can submit a travel anytime. However, you will not be eligible to receive an advance for requests made less than seven days before departure.

My spouse/friend/relative/etc. will be traveling with me. Should I purchase their plane ticket/hotel/etc. with University funds or personal funds?

You should buy them with personal funds and request a reimbursement upon return for the University portion of the expense.

Why can't lupload more than one file on my reimbursement request?

All files must be uploaded simultaneously. Open the upload browser, click on a file you want to upload, hold down the 'ctrl' button on your keyboard and select the additional files.

Where can laccess info from my previous trips?

Historical trips will show up in both the submitter and the travelers MySUU Portal in the travel app.



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FAQ

I have travel awaiting my approval. Why does it tell me I am not authorized to

approve?

Logout and log back in to your MySUU Portal. You should now have access to approve the travel.

Can I submit a zero dollar travel?

Yes. However, you must enter one expense category, type, and at least \$0.01 for the planned amount, when you do your expense report you will put \$0.

I did not complete a travel authorization before my trip. Can I do one now?

Yes. Also, if you would like a reimbursement you must also submit a travel expense report.



Still have questions?

Please contact the Travel/Accounts Payable office if you still have questions.

Ext. 7730 Ext. 8036 Ext. 8558

Happy Travels T-Birds!

