Travel Training Guide
2013
http://www.uaf.edu/finserv/travel/

***New Regulations***
Familiarize yourself with the Travel Regulations based on the Board of Regent’s policy via this link. The regulations are displayed in an outline format. Using the table of contents to find the area of interest makes navigation to the topic a simple task.

Regulations Table of Contents for Travel
University Regulations  
R.05.02.060 Travel and Relocation  
A. Travel/2. Definitions  
i. Travel Authorization form (TA) – the official approval form designated for documentation of all costs associated with a specific trip to meet federal income tax, and internal reporting requirements, encumbrance of funds, and approval of related advances.

The traveler agrees, by signature, to abide by the University Regulations. The appropriate supervisor’s signature is also required.

Projected out of pocket expenses incurred by the traveler will be encumbered via FGAENCB using the unique number printed on the Travel Authorization (TA) form. The actual expenses will be reimbursed to the traveler upon completion of a Travel Expense Report (TER).

The TA must be completed and signed by the supervisor and the traveler prior to purchases, encumbrance of funds, and travel dates.

The following slides will instruct how to complete each section of the TA according to University Regulations.
13. Travel Authorization Forms

a. A Travel Authorization Form must be completed, approved and dated by the appropriate individuals before any financial commitment of university resources is made and before travel begins, regardless of the method of payment (corporate travel card, TR or personal funds) or the source of reimbursement (departmental funds, grants, or third party reimbursements). Failure to do so may be cause for disallowance; written justification and corrective action by the traveler and the traveler’s department head is required.

b. The business purpose or reason for travel must be clearly explained. Supporting documentation should be attached.

c. Personal travel destinations and annual leave periods to be taken in conjunction with business travel must be clearly identified. A cost justification is required to ensure that personal travel has no adverse effect on cost to the university.

d. An explanation of the facts and circumstances documenting the necessity to use non-conventional modes of transportation such as an automobile, snowmobile or other conveyance must accompany the form. Boat or small aircraft requires SW Risk Management approval.

e. The estimated costs for the travel should be encumbered prior to incurring corporate travel card charges, issuance of a Transportation Request Form, or payment of a travel advance.
TRAVELER – Before Traveling

Only items authorized on the TA will be reimbursed.

Travel Authorization Form (TA):

1. Top left portion of the TA with: complete LEGAL name, such as issued on a government issued document and UA ID# (not SS#). Indicate the address to which the reimbursement check will be sent. Indicate the destination, business reason for the travel, and enter dates encompassing the entire trip including personal days. Attach a copy of the agenda and meeting information.

2. Estimated Costs of the TA:
   * Do not make purchases prior to TA approval.
   * Airline travel must comply with the Fly America Act when using Federal funds.
   * List estimated transportation costs. Use the most justifiably direct and economical route available and when personal time will be taken, a comparative itinerary for the business only portion of the trip must be attached.
   * Using the standard lodging and per diem rates, enter the number and allowance per travel status days. Lodging exceeding 1.5 standard rate requires business justification.
   * For all UA Employees, if a rental car is determined to be in the best interest of the University, no additional insurance will be reimbursed, this includes the Loss Damage Waiver, the rental will be returned with a full tank of gas, and will not be larger than mid size without business justification.
   * Itemize all other anticipated out of pocket expenses.

3. An approved copy of the TA will be returned to the traveler. Approved items may be purchased.

4. ARE YOU A US CITIZEN.....? Answer and if appropriate, attach the taxable status determination form.

*Sign, date and return the TA with attachments to the travel coordinator.*
TRAVELER – While Traveling

• Boarding passes are fine but not required, unless a change is made or a charge is on the pass.
• Scanned receipts or receipted invoices are required for all travel expenses for which reimbursement is claimed, a picture of the receipt is also allowed.
• EXCEPT, Individual expenses less than $25 may be reimbursed without a receipt, although total unreceipted expenses may not exceed $25 per expense report. Business purpose of expense must be clearly explained.
• Change fees are the responsibility of the traveler, unless justification as a business expense is clearly presented.

TRAVELER – After Traveling

• Submit all receipts and supporting travel documents to the travel coordinator. A Travel Expense Report (TER) should be filed with the campus travel office within 15 days of completion of the trip. Reimbursement for out of pocket travel expenses will be made to the traveler within 15 business days after a properly completed and approved TER is submitted. Unless approved by the Travel Administrator, no reimbursements will be made if requested more than 90 days after the due date.

Direct Deposit is available for travel reimbursements or other non-payroll payments to employees and students. Direct deposits are generally a faster form of reimbursement than paper checks. You are notified of the date and amount deposited to your account via email.

To open your direct deposit account:

Go to UAOnline – https://uaonline.alaska.edu/
Log into Secured Area
Account Information
Finance Tab
Direct Deposit Services
The following choices display:
First time setup of direct deposit
View your direct deposit setup
Change your direct deposit account
Reactivate existing direct deposit account
Delete the use of direct deposit
Change your direct deposit email address
Review your direct deposits
1. **Traveler’s Name:** Complete LEGAL name, including middle name or initial as it appears on a government issued document such as a passport.

2. **UA ID:** University of Alaska Identification number. Do not enter a Social Security Number.


4. **Mailing Addr:** Address to which the reimbursement check will be addressed.

5. **Reason for Trip:** Complete description and the business purpose for the travel.

6. **Travel From:** City of the point of departure.

7. **Travel To:** City, State of destination.

8. **Date Leaving:** Enter first day of travel including any personal days used.

9. **Return Date:** Enter last day of travel including personal days used.

10. **Meeting Dates:** Specific days of meeting/conference.

11. **Personal Dates:** Additional days not required for business purpose of the trip.

12. **Dept Name/Contact/Phone/Address:** Current information for traveler’s department.

13. **Are you a US citizen...** if the traveler answers ‘No’ to this question, complete and submit a Taxable Status Determination Form.

   Taxable Status Determination Instructions for Traveler
   Taxable Status Determination Instructions for Department

An agenda/schedule of conferences must be provided to confirm business meeting dates, ground transportation provisions, and Per Diem considerations. Example Agenda
14. **Dept Travel Card:** If the answer is ‘Yes’, the cost will be part of the total dollar amount entered in the Estimated Costs/Travel portion of the TA. The card may not be charged against until the TA is signed and an encumbrance entered. Then enter the confirmation number here.

15. **PC Card:** If the answer is ‘Yes’, the cost(s) will be part of the total dollar amount entered in the Estimated Costs/Other portion of the TA. The card may not be charged against until the TA is signed and an encumbrance entered. Enter a confirmation code here, if appropriate. Registration fees or educational material made available to the University through the conference, should be paid with this card.

16. **Other Procurement Used:** Specific circumstances may determine a Purchase Order to be the preferred method of payment. If so, this will be part of the total dollar amount entered in the Estimated Costs and may not be issued until the TA is signed and an encumbrance entered. Enter the PO number and for what it was issued.

17. **Comments:** Enter additional information or explanation to support the justification of this business travel.

The Procurement Card may not be used to secure lodging or ground transportation. These costs will be out of pocket expenses to the traveler and will be reimbursed upon completion of travel and a Travel Expense Report (TER) submitted.
Per Diem/Lodging

Per diem is a predetermined daily allowance for meals and lodging based on location and the time of year. Per diem is utilized when the traveler is in travel status, which begins when the traveler leaves their immediate work station or home, and ends when they return.

The per diem rate for meals and incidentals are based on the traveler’s destination (where the traveler lays their head). It is based on a 24-hour day clock, and is reimbursed by the half-day:

- Midnight to Noon
- Noon to Midnight

Actual

Departments may choose to limit travel reimbursement to actual out of pocket expenses itemized through receipts garnered by the traveler. All reimbursed expenditures must meet the requirements of the University Regulations.

To be eligible for a full-day reimbursement, the traveler must be in travel status for both halves, no required amount of time.

Travel status begins when the traveler leaves their immediate work station or home, and ends when they are returned.

Please note that the meals and incidentals rates are $60.00 for Fairbanks, Anchorage, Juneau and their surrounding areas. All other rates can be found on the GSA website below.

The University of Alaska applies the per diem/lodging rates determined by the U.S. Government (with the exception of Alaska per diem rates which are determined by the University President).

Alaska Per Diem/Lodging Rates:
http://www.alaska.edu/financial-systems/unrestricted/Ak20Per20Diem_July11.pdf

U.S. Domestic Per Diem/Lodging Rates:
http://www.gsa.gov/portal/category/21287

Foreign Per Diem/Lodging Rates:
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Reimbursing the actual costs for lodging and using per diem rates for meals and incidentals is the method customarily utilized.
18. Meals and Incidentals/Per Diem
Select Per Diem or Actual as the method of reimbursing subsistence expenses. This must be determined prior to travel.

19. Lodging greater than 1.5
Lodging exceeding 1.5 of the per-diem allowance, requires business justification. Conference hotels may be acceptable, since the traveler will not require daily ground transportation to attend meetings.

Estimated Costs:

20. Transportation: Mode of Travel
Enter the total estimate of transportation best suiting the business purpose from itinerary quotes. Travel routing must be by the most direct route and cost efficient mode available.

The University supports the Fly America Act by requiring all travelers using federal funding to be on an American air carrier into and out of the United States regardless of cost and/or travel times. Fly America Act

Airfare charged to the department Travel Card will be for the business portion of travel only – if personal and business travel are combined, the personal amount must be paid directly to the vendor by the traveler. The only exception is if a comparison itinerary for Business/Personal travel shows no additional cost to the University. This Alternate Travel Cost Comparison worksheet may be used to determine if an alternate travel itinerary is for the travelers convenience or will provide a lower overall cost to UAF. Both itineraries must be submitted.

The best practice is to purchase the business portion of the trip with the Department Travel card. The traveler may then change the ticket to accommodate the personal portion and pay the airline directly for the changed ticket (or to a travel agent if they accept split payments). All change fees will be borne by the traveler unless the change is directly affected by University business. Example Alternate Cost Comparison Itineraries
21. Lodging
Enter the number of days requiring lodging and the appropriate lodging rate per day. Reasonable travel time may require one additional lodging night prior to or after the meeting days.

Non-commercial lodging (field camp, university facilities, staying with friends or relatives…) may be reimbursed at 15% of the commercial per diem, rounded up to the next dollar.

22. Meals
Enter the number of days allowing meals and the appropriate per diem allowance per day.

For every meal provided such as part of an all-inclusive registration fee, or any provided meal, one quarter-day allowance will be subtracted on the TER. Exceptions must be justified in writing.

23. Car Rental
Ensure a rental vehicle is justified for University business. Compare the overall costs of a rental vehicle, taxi, shuttle service, and determine which is most cost effective. The traveler must also consider the personal liability involved if the vehicle is used for any other purpose than University business. Mid sized vehicles are allowed.

24. Other
Enter the dollar amount of all charges to occur on the Departmental Procurement Card, a PO, if any, and any other expected expenses that may occur.

An agenda/schedule of conferences must be provided to confirm business meeting dates, ground transportation provisions, and Per Diem considerations. Example Agenda
Encumbrance Maintenance

This section establishes the correct accounting structure to which the travel costs will be charged. This will also determine the dollar amount encumbered in Banner for the traveler’s reimbursement of out of pocket expenses incurred while in travel status.

These accounting codes and dollar amounts will be used for the General Encumbrance entered in Banner as well as Pathway Net when reconciling the charges on the departmental procurement and travel cards.

**Fund** - The six digit code signifying the source of the funding. This may be the MAU’s general fund (UAF’s general fund is 103010), or a fund restricted to an agency’s specific focus in a grant.

The fund is where the budget resides.

**Orgn** – The five digit organization code which holds responsibility of the funds. Generally referred to as a department.

**Acct** – The four digit code indicating to what category of spending the item falls.

Because account codes are specific as to what the charge is for, and impacts reports on spending, it is important to understand the differences in codes and how they are applied.

**FOAPAL (Chart of Account Structure)**

- **Fund** – Source of funding
  - General fund for the MAU
  - Restricted fund associated with a Grant
- **Organization** – Unit of responsibility
  - Departmental Org num
- **Account** – Category of Activity
  - Specifically for what purpose the money is spent.
- **Program**
- **Activity**
- **Location**

**Do Not Change the Program Code**

The following link gives a description of the Acct Codes used in Travel, but if a question remains as to the appropriate use of a particular code, contact your department budget office or the Travel Department for clarification. [Accounting and Administrative Manual](#) expense and revenue account codes. Use the “Find” feature in this document to search for a specific acct code.
25. **TOTAL TRAVEL**

Add the estimated dollar amounts from **Transportation, Lodging, Meals, Car Rental** and **Other**.

This is the estimated cost of the travel that must be signature approved by the appropriate supervisor and responsibilities acknowledged by the traveler.

**Request government rates** – ensure this is actually the most economical rate.

26. **Travel Advances**

Use the University Regulations based on the Board of Regents’ Policy as a guideline for travel advances.

All advances and individual considerations are subject to the approval of the Travel Administrator.

Ordinarily, the following directives are utilized for travel advances unless specifically approved by the Travel Administrator.

**Travel advances:**
- Will be limited to 80% of the expected expenses
- Anticipated reimbursement will be greater than $100 and less than $2,500
- Separate advances must be processed for each trip and may not be retained for subsequent travel, no more than 2 open advances allowed.

Check list:
1. Complete name of traveler, status, employee ID.
2. Description, location, dates of trip including any personal time involved.
3. Anticipated amount that will be charged to the Department Procurement and Travel cards, POs with comparisons where necessary.
4. Anticipated amount for lodging, per diem, ground transportation.
5. Appropriate account codes are used.
6. Ensure the form is completed with the appropriate signatures and dated.
26. Enter **TOTAL TRAVEL AMOUNT** (from Estimated Costs:)

27. Enter **Less Travel Card Amount** (from Estimated Costs / Transportation)

28. Enter **Less ProCard Amount** (from Estimated Costs / Other)

29. Enter **Less Other Amount(s)** (from Other Procurement Used and Estimated Costs / Other)

30. **Encumbrance Total** will be the difference and will equal the total of **Lodging, Meals, Car Rental** from Estimated Costs.

   *This is the estimated dollar amount the traveler will be reimbursed for out of pocket expenses.*

31. Enter **FOAPAL** accounting information.

32. **Sign and enter the date** when the encumbrance is entered into Banner.
Electronic TA

An electronic version of the TA is completed rather than a paper version. The forms are very similar.

The electronic version once completed is then forwarded via email for appropriate approval(s). Using the following format:

Subject~ TA #, Travelers name, travel dates

Text~ TA #:
- Traveler’s Name:
- Travel Dates:
- Travel Destination:
- Reason for Trip:

The approver will have the option of using either an electronic signature or indicating approval by email.
Group Travel Authorization Example

Except for the group leader (or whomever will be reimbursed), the group typically consists of non-university employees.

The method for estimating the total travel cost and entering data in a TA for Group Travel is the same as for Individual Travel with the exception that the dollar amounts entered are the sum of all travelers in the group.

One person, generally the group leader, will be responsible for dispersing money to the rest of the group. The TA is completed, approved, and encumbered as usual. Reimbursement may be made upon completion of travel, or a Travel Advance for out of pocket expenses may be requested.

An example worksheet for dispersing money to a group follows on the next slide.
<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>27-Feb</th>
<th>28-Feb</th>
<th>1-Mar</th>
<th>2-Mar</th>
<th>3-Mar</th>
<th>4-Mar</th>
<th>Total</th>
<th>Signature for Per Diem</th>
<th>Ground</th>
<th>Initial for Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan B Traveler</td>
<td>33.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>253.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Homer Homebody</td>
<td>33.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>253.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Smity S Smith</td>
<td>33.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>253.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Gumby R Flex</td>
<td>33.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>253.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simone S Someone</td>
<td>11.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>231.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madison Malone</td>
<td>11.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>231.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skye Sailor</td>
<td>22.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>242.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Leader</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,716.00</td>
<td>0.00</td>
<td>1,716.00</td>
</tr>
</tbody>
</table>

Please make sure that if a person has ground transportation from home to the airport, they MUST get a receipt and turn it in to you. If the receipt is 15.00, you can pay them 30.00 because they will have the same expense getting from the airport back home. If you are covering any baggage fees, the same applies.
Blanket Travel Authorization Example

Blanket Travel Authorizations are designed to encumber a bulk dollar amount to reimburse a single traveler for repeated travel activity - such as mileage - over the course of a determined time period, such as an entire fiscal year.

Typically, a TER is submitted for partial payment once the out of pocket expenses reach an established amount.

Damage to personal vehicle is covered by travelers insurance company, not the University.

The Blanket TA will be liquidated and closed at the completion of the fiscal year in which it is established. A new Blanket TA may be initiated in the new fiscal year.
Back-up: Must be provided for all expenses related to trip, including those paid on PO, ProCard & Travel Card, etc.
## UNIVERSITY OF ALASKA

### TRAVEL EXPENSE REPORT

EXPENSE REPORTS MUST BE FILED WITHIN 30 DAYS OF COMPLETION OF TRAVEL.

**Send check:**  
- [ ] Home  
- [ ] Dept.  
- [ ] Direct Deposit

**ID#:**

**Procurement Us:**  
- [ ] YES  
- [ ] NO

**Travel Card Used:**  
- [ ] YES  
- [ ] NO

**Advance Issued:**  
- [ ] YES  
- [ ] NO

### Table: Expense Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of Week</td>
<td></td>
</tr>
<tr>
<td>Travel Purpose</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Month/Day</td>
<td></td>
</tr>
<tr>
<td>Depart From</td>
<td></td>
</tr>
<tr>
<td>Departure Time</td>
<td></td>
</tr>
<tr>
<td>Arrival Time</td>
<td></td>
</tr>
<tr>
<td>Travel Via</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Including Tips</td>
<td>$0.00</td>
</tr>
<tr>
<td>Per Diem</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tele. and Teleg.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mac. (a)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Airfare</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Sub Total:** $0.00

- [ ] Procurement: $0.00
- [ ] Airfare - Travel Card: $0.00
- [ ] ProCard Registration: $0.00
- [ ] Adjusted Total: $0.00

### Notes:

- Car mileage detail form must accompany expense report if applicable.
- Payment requested must comply with current University of Alaska travel regulations.
- If airfare is utilized, form and method of payment is required, showing who paid.
- Receipts are required for ALL reimbursements being claimed. Agenda/Schedule MUST be attached for all conference/meeting travel. Comparison itinerary MUST be attached for combined personal/business travel.

### Signatures:

- Traveler's Signature: [ ] Date: [ ]
- ProCard Registration: [ ] Date: [ ]
- Dean's/Supervisor's Signature: [ ] Date: [ ]
- Cash Advance: $0.00
- BAL. DUE: $0.00
This electronic Travel Expense Report (TER) form is in a fillable format and contains ‘notes’ imbedded in cells containing a red indicator in the upper right corner. Allow your cursor to hover over the cell for hints on what data should be entered in the cell.

Use a new blank form for each new TER to avoid formula errors. Populated cells from a previous TER are easy to overlook.

**General TER guidelines:**

- Submit scanned receipts with the date and amount clearly marked. The TER should reflect the total cost of the trip.

- Individual expenses less than $25 may be reimbursed without a receipt, but the total un-receipted expenses shall not exceed $25 per expense report. A clear description of the un-receipted expense must be included.

- Receipts must clearly show who made the payment and the amount paid.

- Ensure all appropriate fields are populated.

- A signature by the traveler and supervisor affirms all information provided is accurate and complete.

As the imbedded note suggests, do not fill in the Total amounts. There are formulas tied to the worksheet to accurately tally all rows.
1. **Campus**: Enter the campus for which the traveler is associated.

2. **TA#**: Enter the TA number from the Travel Authorization form. Include the letters: ‘TA’

3. **Procurement Used**: Answer ‘Yes’ or ‘No’ if the Dept Procurement Card was used.

4. **Travel Card Used**: Answer ‘Yes’ or ‘No’ if the Dept Travel Card was used. If ‘Yes’, enter the confirmation code related to the travel.

5. **Advance Issued**: Answer ‘Yes’ or ‘No’ if an advance was issued. If ‘Yes’, add the date issued and the check number. (This information may be found via FAIVNDH – Vendor history)

6. **Final/Partial**: Indicate whether this TER is [F]inal or [P]artial. (If [F]inal is indicated, the TA encumbrance will be closed, all remaining funds will be returned to the original budget, and no other payments may be processed against the TA.

7. **Send Check**: If a paper check is processed, indicate the address to which it will be sent, else select Direct Deposit. (The traveler may set up this account via UA Online).

8. **Name**: Enter the traveler’s full name.

9. **Traveler Status**: Employee, Student or Other.

10. **ID#**: Enter the employee identification number of the traveler (this will be the 8 digit number beginning with the number 3).

11. **Dept**: Enter the department responsible for the travel.

12. **Purpose**: Enter the purpose of the business travel.

13. **Phone**: Enter a valid telephone number for the traveler.
14. **Day of Week:** Enter each day of the week of travel.

15. **Year/Month/Day:** Enter the Year and each Month and Day of travel beginning with the first day. The traveler is in travel status on the first and last days of travel regardless if personal days are included before the business portion of the trip. An additional day of travel before or after the business meeting may be practical.

16. **Depart From:** Enter the City/State from which the traveler is departing.

17. **Departure Time:** Enter the departure time printed on the itinerary. If travel time to the airport is greater than 30 minutes, indicate this in the comment area: (a), (b), (c), (d). Personally Operated Vehicle (POV) is allowed in lieu of taxi.

18. **Arrival At:** Enter the city/state at which the traveler arrives. (This is not necessarily the per diem basis. Ensure the city where the traveler ‘lays his head’ is used for per diem rates).

19. **Arrival Time:** Enter the arrival time.

20. **Travel Via:** Indicate the mode of transportation.

---

Car Mileage Reimbursement Form

If personal travel is taken at the beginning or end of the trip, enter the departing or arrival time from the comparison itinerary to determine the appropriate business per diem allowance.
21. **Lodging:** From the hotel folio, enter the cost per day for the hotel room. Allowable charges are the basic room charge plus any Regional Taxes applied.

Allowable expenses **do not** include meals charged to the room, room service or movies. If business calls are made from the room, or if internet access is justified for University business, list those charges individually in the Other Expenses section, and justify the expense in the comment area: (a), (b), (c), (d).

Tips for housekeeping, concierge, or bellman services are **not** allowable expenses.

When a non University related travel companion stays in the same room, any charges associated with additional occupancy is **not** an allowable expense.

Reimbursement is made to the person incurring the expense.

---

**Gracious International Inns**  
111 East 1st, Houston, TX. 77030  
(713) 660-9379

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Rate</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Feb-03</td>
<td>Room Charge - Studio 1-4</td>
<td>80.00</td>
<td>JAM</td>
</tr>
<tr>
<td>11-Feb-03</td>
<td>Room Charge - Studio 1-4</td>
<td>80.00</td>
<td>JAM</td>
</tr>
<tr>
<td>12-Feb-03</td>
<td>Paid-Mastercard XXXXXXXX</td>
<td>187.20</td>
<td></td>
</tr>
</tbody>
</table>

Checked Out: 0.00

Lodging per day is $93.60

---

As the imbedded note suggests, do not fill in the Total amounts. The worksheet will accurately tally all rows.
22. **Meals**: [B]reakfast, [L]unch, and [D]inner are listed separately. If any of these meals are provided as an all inclusive registration fee, or the traveler is entertained as a guest, enter a negative amount for that quarter allowance of per diem.

If the traveler must adhere to a special diet and cannot benefit from meals provided, justification must be submitted.

Snacks, hors-d'œuvres, or continental breakfasts are **not** considered to be a substitute for a meal.

23. **Per Diem**: Per diem is based on the place of destination, is based on a 24-hour day clock, and is reimbursed by the half-day:

- Midnight to Noon
- Noon to Midnight

Enter the total per diem allowed for that day, depending on the time of arrival or departure. Any negative adjustments will be made in the meal fields.

---

**The University of Alaska applies the per diem rates determined by the U.S. Government (with the exception of Alaska per diem rates which are determined by the University CFO).**

**Alaska Per Diem/Lodging Rates:**
http://www.alaska.edu/financial-systems/unrestricted/Ak20Per20Diem_July11.pdf

**U.S. Domestic Per Diem Rates:**
http://www.gsa.gov/portal/category/21287

**Foreign Per Diem Rates:**
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

---

**FY 2011 Per Diem Rates for ZIP 77030**
(October 2010 - September 2011)

<table>
<thead>
<tr>
<th>Search by City, State or ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter city and state, OR Enter your ZIP Code</td>
</tr>
<tr>
<td>77030</td>
</tr>
<tr>
<td>Find Per Diem Rates</td>
</tr>
</tbody>
</table>

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website).

The following rates apply for 77030:

<table>
<thead>
<tr>
<th>Primary Destination*</th>
<th>County</th>
<th>Max Lodging by Month (excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houston (JLB Johnson Space Center)</td>
<td>Montgomery County, Harris County, Fort Bend County</td>
<td>100</td>
</tr>
</tbody>
</table>

*NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.
**Meals and Incidental Expenses, and Traveler-Provided Meals, for important information on first and last days of travel.

---

The destination for the first day of travel is Houston. Per diem of $71 per day for Houston equals 17.75 per quarter. The destination on the last day of travel is Alaska. Per diem of $88 per day for Alaska equals 22.00 per quarter.
24. **Parking:** Enter the total amount of the parking receipt on the day printed on the receipt. If personal days are included in the parking total, pro-rate the amount entered for the business portion of the trip (valet parking is not a reimbursable expense).

25. **Tele:** Enter any phone/computer/office type expenses made for business purposes and justification documentation. Indicate to whom phone calls are made and the business purpose.

26. **Misc:** Misc (a) may be used for expense types other than those listed. Be sure to give a clear explanation in the comment section provided.

27. **Ground Transportation:** Enter the amount on the receipts of all taxies, buses, and rental vehicles. Ensure the date is clearly marked on the receipt and entered on the proper day. The rental vehicle may be entered as a total on the day of return date.

28. **Airfare:** Enter the amount for airfare, the amount paid for by the travel card will be subtracted in the next section.

29. **Registration:** Enter the amount of Registration expenses if necessary.
30. The **TOTAL** amount in this column will be the same as the **Adjusted Total** on the TER.

The **BAL. DUE** is the amount to be reimbursed to the traveler.

These numbers will be the same, unless a Cash Advance was issued, decreasing the **BAL.DUE**.

The **FOAPAL** entered will be the same as the **Encumbrance Maintenance** section on the TA, though the dollar amounts might be different.

Because the amounts encumbered on the TA are an estimate, it is possible for the actual reimbursement to be slightly higher or lower.

If the reimbursement amount is less than the encumbered amount, the invoice process will close the encumbrance and return the remaining funds to the original budget.

If the reimbursement amount is greater than the encumbered amount by 10% or more, a change to the TA must be performed to encumber the additional amount. Ensure the appropriate approval is granted before entering the change.

If it is discovered amounts were encumbered to an incorrect FOAPAL, an encumbrance change must be performed before the invoice can be keyed.

The TER must be signed by the traveler and supervisor acknowledging all amounts are correct and the TER is complete.