

Travel Reviewer Guide

Review for All Expense Reports:

Review to ensure document number and traveler's name and ID match on Travel Authorization (TA) and Expense Report (ER) (if mismatch, check Banner or contact department to correct identification). If applicable, verify Banner encumbrance present and matches ER accounting. Verify purpose, business and personal dates, travel location, estimated expenses, comments, non-reimbursable expenses, and compare funding on the TA versus ER (if changed, make sure correct expenditure authority obtained). This gives you a quick overview of the complete trip and required approvals.

TA Approvals

In State – supervisor or self-approval signature is present.

Expense Authority – For restricted funds (start with 3* or 14*), view FTMFUND researcher field for Principle Investigator (PI) listed to make sure expenditure authority is obtained or otherwise noted on the TA with signature delegation. If signature or delegation present for a different person, drill down to FRAGRNT personnel tab to check for other authorized investigators (PI and/or co-PI) before contacting department.

Out of State – same as in-state review: Supervisor, expense authority, and individual listed by position [UAF Travel Approval Authority](#) to approve out-of-state travel within their units. Review [UAF Self Travel Authorization](#) for those listed to self-authorize in-state and out-of-state travel.

International – All TAs require signature of supervisor (including those who are otherwise self-authorized), expense authority, and those listed to approve international travel within their units.

ER Approvals

1. Traveler
2. Supervisor signature only required if ER is over 10% of estimated expenses, or does not follow the trip plan (dates/location/time), approved on TA.
3. Expenditure authority signature required if TA fund differs from ER fund.

Purpose:

Is the purpose of the trip clearly noted using one sentence that supports a reasonable understanding of the business conducted? For example, "Research for project," "conducting field work," "conference," or "meeting" are too broad. Instead, the purpose should provide a reasonable summary of the type of work. For example, "Collecting methane samples from thermokarst lakes," "Interviewing school district for nutrition survey data collection," "Attending annual ICCO Conference," or "Presenting at AGU meeting."

Advance

Check the TA for evidence of a cash advance. If included, forward to Travel Auditor for review and approval.

Additional Review for International and \$3,000 Expense Reports:

Review ER Notes

Review additional details of trip and verify all required justifications are included. This helps you to focus your time on discrepancies or needed justifications the department/traveler did not already identify.

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Dates, Times, and Locations

1. Does the business timeframe and location match the TA?
2. Does the timeframe match the purpose, agenda, and/or conference backup?
3. Is there business justification for all schedule and travel period exceptions (more than one day before/after business period)?
4. Is personal time listed?
 - a. Business-only comparison should be included in backup, pulled at the time the TA was approved +/- few days.
 - b. If not pulled at the time of approval, an estimated future dated business comparison must be used that includes both the business-only and actual flight itineraries, including the same lead time, vendor, routing and travel days of the week. Prorate the business-only allowance using this comparison.

Estimated Costs

Quickly review estimated costs on the TA to note approvals such as lodging over 150% of allowable and car rental (approved by supervisor prior to commencement of travel).

Airfare

1. Was the airfare purchased before the TA was approved? (If yes, note as Unauthorized Purchase.)
2. If the trip includes personal time, was a business-only airfare pulled for comparison?
 - a. Does the business only itinerary match the business need?
 - b. Was the business only comparison pulled at the time the TA was approved (+/- a few days)?

Allowable expense reimbursement of interrupted or extended travel for personal convenience is based on business only comparison time frame that would have incurred by uninterrupted travel.

3. Does the itinerary match the business location and timeframe?
4. Did the traveler use the most direct and efficient mode of travel available (i.e. no excess stopovers, quickest way to travel)? If no, review notes/backup for business comparison and justification.
5. Did the traveler purchase coach class of service?
6. All change fees/add collects must have a business justification. All changed itinerary receipts must be attached to the backup to support reimbursement to traveler at actual expensed amount if a credit or MyWallet was given due to the change.
7. When using a personally-owned discount, frequent flyer, or no-cost airline ticket, the traveler can be reimbursed at the direct cost for incurred fees.
8. Premium, comfort or pre-assigned seat assignment fees must have a business justification (i.e. premium seat allows for computer outlet connections for work)

International and Fly America Act

1. International travel is travel outside of the 50 states and the District of Columbia
2. Federally funded travel must comply with [Fly America and Open Skies Agreements](#)

The university supports the Fly America Act by requiring all travelers using federal funding to be on an American air carrier for all legs of the trip when available regardless of cost and/or travel times. In cases where American carriers are not available travelers must fly into and out of the United States to a gateway city on an American carrier for connecting flights to their final destination.

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Lodging

1. Name matches traveler and dates match business timeframe (if personal days included, ER should only include business days).
2. Only room rate and taxes are reimbursed (cost for additional companions and services may not be allowed; i.e., family members, those not on authorized UA business). Room type must be reasonable for traveler to conduct university business (e.g., single/double layout).
3. Lodging within 150% of standard rate. If no, is business justification provided and supervisor approval received prior to the trip (conference hotel stays allowable without additional justification, conference hotel must be noted)?
4. Hotel Folio includes telephone or computer connection fees?
 - a. Business phone calls must be documented as to date, person called, phone number and reason for call (this can be brief, yet sufficient to reasonably establish business need).
 - b. Local phone calls and internet fees are reimbursable.
Expenses of this type must be reasonable and are subject to additional justification. As a general rule, seek justification if these expenses are in excess of 10% of the room fee.
5. Valet Parking fees are unallowable unless a hotel fact sheet is provided to support this as the only parking option available.

Non-Commercial Lodging

Standard allowance is 15% of the standard lodging rate rounded up to the nearest dollar. The non-commercial lodging rate cannot be used after 30 days unless approved by the Travel Administrator prior to travel.

Allowable exceptions (when this rate does not reasonably approximate the cost of obtaining the service) must be based on the cost of providing or obtaining the service (backup required), reasonable in amount, and approved by the Travel Administrator.

Per Diem - Meals and Incidental Expenses (M&IE)

1. Per diem is either short-term or long-term. Short-term is 30 days or fewer. Long-term is 31 days or more in a single location (this rate is 70% of short-term rate rounded up to the nearest dollar).
2. Per diem is based on the locality in which the traveler spends the night (while in transit, locality is the destination). Return rate is the home/duty station rate.
3. Fairbanks/Anchorage/Juneau and surrounding communities (within a 50-mile radius) are set by the UA President at \$60.
4. Same-day travel within Alaska: M&IE rate is the destination location.
5. Travel must be 12 hours or more to receive reimbursement for M&IE.
6. M&IE rates are available for travelers in travel status during each half-day period. The half-day periods are Midnight to Noon and Noon to Midnight.
7. M&IE expenses shall not exceed the maximum rate paid for final destination, regardless of elapsed transit time, and cannot exceed a 24-hour day (i.e., time zone changes are not considered for the purpose of reimbursement).
8. Meals provided at no cost to the traveler such as at conferences, meetings, or if meals are reimbursed by other sources or representational allowances shall reduce that day's allowance by $\frac{1}{4}$ for each meal provided or reimbursed. Exceptions to these reductions must be justified in writing.
9. Actual cost of meals may not exceed the per diem allowance for meals and incidental expenses
10. Incidental expenses include fees, gratuities and tips for services of maids, waiters, and baggage handlers

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Group Travel Meals and Incidental

1. Reported at actuals – receipts required; reimbursement cannot exceed total daily allowance.
2. Cash allowance paid to group members: Supporting documentation such as signature sheet noting receipt of cash by each member for each distribution.

Ground Transportation

1. Taxi/shuttle/train receipts are attached and within the business timeframe. “Luxury” accommodations (e.g. limo service) require business justification.

Personal Vehicle

1. Mileage reimbursement: IRS standard rate used.
 - a. MapQuest route or true odometer readings must be attached.
 - b. Fuel costs are not to be claimed when mileage rates are used.
2. Fines or penalties for parking or other violations are not reimbursable.
3. Vehicle repairs, towing services, lubrications, tire replacement are not reimbursable.
4. Driving vs flying for traveler convenience requires a business-only airfare comparison. Reimbursement is based on business-only comparison timeframe for the most direct and efficient mode of travel.

Car Rental

1. Was car rental approved on the TA?
2. Was a standard/midsize (or smaller) charged? If no, was a business justification provided (e.g., multiple travelers, transport supplies, ADA accommodation noted for medical need, etc.)?

Car Rental NOT Reimbursable

1. Insurance for UA employees traveling within the US and Canada.
2. Frequent flyer mileage charges.
3. Optional expenses for convenience, such as GPS.
4. Reimbursement should be adjusted for business rentals retained for personal use (e.g. extended term of contract, mileage charges, or fuel cost).

Foreign Receipts

1. Foreign receipts must be itemized by type of expense in English
 - a. Google Translate should be used and attached to the backup to ensure expenses are allowable.
 - b. Currency exchange rates must be attached, or use credit card, bank statements or vendor invoices converted to USD to validate amounts. Currency exchange rates must be pulled by same date of expense charged. Use www.xe.com currency conversion expense tool to validate when backup not provided.

Non-Reimbursable Expenses

Expense report must include all university-paid expenses, such as airfare, registration, lodging, etc., with 100% accuracy.

Unreceipted Expenses

1. With an itemized explanation, individual expenses less than \$25 are reimbursable.
2. Total of all unreceipted expenses of this type may not exceed \$25 per expense report.
3. Faint or otherwise illegible receipts require clear notation of expense type and amount.

Category	Documentation Reviewed	UA Travel Reg. Reference
Authorization Approvals	<ul style="list-style-type: none"> -Approved TA -Person authorized to expend the funds (e.g PI or signature delegation memo must be noted in backup) -Supervisor approval -Out of state or international travel, approved by individual designated by Chancellor 	<p>A.3.a.(2) Each traveler, except for those individuals specifically authorized by the university president or the appropriate chancellor, must have the approval of his or her supervisor and the individual with authority to expend funds (often this will be the same person) documented on a Travel Authorization Form prior to commitment of university funds.</p> <p>A.3.a. (3) The university president or chancellors may designate individuals authorized to approve out-of-state travel, including international travel. Departments, units or colleges may require more restrictive approvals than are required by these regulations.</p> <p>Listed by Position - UAF Travel Approval Authority List by Name - UAF Self Travel Authorization Self-Authorization - UAF Self Travel Authorization</p> <p>Additional regulation references: A.13.a A.14.a</p>
Expense Report Approvals	<ul style="list-style-type: none"> -Supervisor approval only required if the expense report exceeds 10% over the estimates cost of the authorization or there is a substantive difference in the reported trip parameters (e.g., dates, times, and/or locations). -Expense authority approval only required if the payment fund(s) differs from the fund(s) approved on the TA. 	<p>A.14.a(1) Travel expenses shall be reimbursed only upon completion of a Travel Expense Report that is approved by the individual requesting reimbursement and the supervisor or supervisor’s designee, or otherwise approved by the travel administrator.</p> <p>Travel Administrator allows for bypass of supervisor approval on the expense report that is within 10% of the estimated cost on the authorization.</p>
Purpose	<ul style="list-style-type: none"> -One sentence noting business purpose (e.g. “Attending AGU meeting/conference,” not, “conference.” Main goal is to give a clear understanding of what business is being conducted and why. 	<p>A.13.b. The business purpose or reason for travel must be clearly explained. Supporting documentation should be attached in comment fields.</p>
Advance	<ul style="list-style-type: none"> -Advance listed on TA and recorded on expense report -Repaid advance funds provide deposit slip and/or banner screen shot -UAF Travel Auditor will do a full review (see Audit Checklist) 	<p>A.12.b (1) Travel advances are to be limited to 80% of the estimated expense and unused advance funds must be repaid to the proper advance account within 15 days of trip completion.</p> <p>A.12.b. (7) Uncleared advances may be deducted from an employee’s pay, if an expense report is not submitted or amounts due to the university on an expense report are not paid.</p>
Total Trip Cost Exceeding \$3,000	-Full Review	-See Audit Checklist
International Trips	-Full Review	-See Audit Checklist