**UAF Travel**

**UA Regulation R05.02.060.A – Why does it matter?**

**Components of travel**

* Approval
	+ Who can approve and when?
	+ What do you need when unauthorized travel takes place?
* Airfare
	+ What can we pay or reimburse for?
* Mileage (POV)
	+ When can this mode of transportation be used?
* Lodging
	+ What can we pay or reimburse for?
	+ What methods can be used for reimbursement?
	+ What is required when lodging exceeds 1.5 times (150%) the Fed standard rate?
* Meals & Incidental Travel Expenses
	+ What M&IE cannot be reimbursed?
	+ What methods can be used for reimbursement?
	+ What about for same day travel within Alaska?
	+ How do you calculate allowable per diem for the day travel begins or ends?
	+ When do we need to deduct for meals?
	+ What are incidental travel expenses?
	+ When is the long-term M&IE rate used?
* Rental Cars
	+ When can a car be rented?
	+ What can we pay or reimburse for?
	+ What is required when renting an out-of-class vehicle?
	+ When can car insurance be reimbursable?
* Parking
	+ What can we pay for?
* Personal Travel combined with Business Travel
	+ What’s needed?
	+ What can we pay for?
	+ After the Fact or Future Dated Comparisons
* Group Travel
	+ What is group travel and how is it processed?
* Other non-travel expenses incurred while traveling
	+ What can we pay or reimburse for?

**Travel Forms**

* Travel Authorization (TA/AT)
	+ What is a TA form and when is one needed?
	+ What is important information to include on the TA?
	+ How do you find if a traveler has traveled for the university before?
		- FAIVNDH & FOAIDEN
* Travel Expense Report (TER/ER)
	+ What is a TER form and when is one needed?
	+ What is important information to include on the TER?
	+ What backup is needed?
	+ How do you find if a traveler is setup to receive reimbursements via direct deposit?
		- TSAAREV / UAOnline for the traveler
	+ When should travelers expect reimbursement?

**UA Accounting Manual**

* Account Codes
	+ What determines the correct account code to use?