**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?