

PLEASE TYPE!

How to fill out a Travel Expense Report (TER)

- 1) Grant/Other UA Account Fund #
- 2) Grant/Other UA Account Org. #
- 3) UA Statewide Account Code
Usually:

2025 – AK fieldwork	2022 – AK Conference
2125 – US fieldwork	2122 – US Conference
2225 – Canada fieldwork	2222 – Canada Conference
2325 – Foreign fieldwork	2322 – Foreign Conference
- 4) Should be left blank.
- 5) Amount to be reimbursed to individual from one account. Use separate lines for different accounts. Use separate lines even if Fund and Org. are the same but Object Code differs.
- 6) Total amount to be reimbursed to traveler. Should match Bal. Due (#47).
- 7) Traveler's first name, middle initial, and last name.
- 8) For Unit travel: should always be IAB" because we do not have a separate mailbox for reimbursement check delivery. Our checks are sent to IAB.
- 9) For our record keeping only. "Fieldwork" is sufficient when appropriate.
- 10) Employee: Staff, scientists, technicians
Student: Graduate level only
Other: Volunteers, visiting professors, students from another University
- 11) "Final" must be checked to close out travel encumbrance. "Partial" reimbursements can only be used for airline tickets. If the Travel Credit Card (TCC) is used, a "Partial" cannot be done without verbal approval from the UAF Travel Office.
- 12) ALWAYS have the check sent to the "Dept." Checks sent to individuals' homes may be lost, and the Unit cannot track the reimbursement.
- 13) The University of Alaska ID number of the traveler is used as the Vendor ID number. Foreign travelers must have a University ID issued to them.
- 14) Always use the Unit's main number. This number is associated with the Unit Travel Coordinator.
- 15) FS is the Fairbanks Campus. No other code should be used for Unit travel.
- 16) Use the number printed on the University of Alaska Travel Authorization form.
- 17) No longer used in our department.
- 18) If TCC is used, include confirmation code associated with airline ticket purchase.
- 19) Advances can only be issued if a student must purchase a plane ticket and the TCC cannot be used.
- 20) Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- 21) Fiscal Year and Month/Date.
- 22) Airport codes should be used whenever possible, even if travel is not via Air.
- 23) As accurate as possible in the following format: 1:23 AM
If travel is via Air, use departure time of flight. If travel is via Auto, use time traveler left house, University, etc. to proceed to destination.

- 24) Airport codes should be used whenever possible, even if travel is not via Air.
- 25) As accurate as possible in the following format: 1:23 AM
If travel is via Air, use departure time of flight. If travel is via Auto, use time traveler arrived at house, University, etc. and completed travel.
- 26) Air, Auto, Boat, Train are the primary responses. If appropriate, use other detailed descriptions. All boarding passes or a "Lost Ticket / Boarding Pass" form must be submitted with the Travel Expense Report. The "Lost Ticket / Boarding Pass" form can be downloaded at <http://www.uaf.edu/finsvcs/travel/index.html> under "Travel Forms."
- 27) If traveler is staying in a hotel, taxes and other fees are included in the "Lodging" cost. Traveler cannot claim lodging expense if staying at a non-business establishment. Cost cannot exceed allowance. Lodging receipts must be submitted with the TER.
- 28) Actual cost of meal and tip, without alcohol, for Breakfast. Combined cost of breakfast, lunch, and dinner cannot exceed per diem. Itemized meal receipts, clearly showing an absence of alcohol, must be submitted. If alcohol is purchased with the meal that amount must be subtracted from the total cost for that meal. A note, for example, "Cost of alcoholic beverages not included in reimbursement requested," should be written on or near the receipt.
- 29) Actual cost of meal and tip without alcohol for Lunch. Combined cost of breakfast, lunch, and dinner cannot exceed per diem. See #28 regarding alcohol.
- 30) Actual cost of meal and tip without alcohol for Dinner. Combined cost of breakfast, lunch, and dinner cannot exceed per diem. See #28 regarding alcohol.
- 31) Use standard per diem rates from <http://policyworks.gov> unless travel occurs within Alaska. Alaska per diem is \$40 regardless of specific location. Standard rates and the Alaska rate are applicable for trips of less than 30 consecutive days duration and are based on quarter days. The quarter-day periods are: Midnight to 6:00 a.m.; 6:00 a.m. to Noon; Noon to 6:00 p.m.; and 6:00 p.m. to Midnight. Receipts for meals should not be submitted with the TER.
- 32) Parking (or other, for #33 and #34) receipts should be submitted with the TER. If a receipt could not reasonably be attained, a letter should be assigned to "Parking" and a corresponding explanation should be included on the TER at #39.
- 33) See #31 concerning receipts. Also, if numerous or pricey calls were made, a comment as to the nature of the call should be included on the TER at #39.
- 34) Miscellaneous charges must have corresponding comments at #39 as to the nature of the cost. See #32 concerning receipts.
- 35) This may include charges such as: car, bus, shuttle, taxi, or train costs. Receipts must be submitted with the TER. If traveler uses a personal vehicle, a "Car Mileage" form must be completed and submitted with the TER. This form can be downloaded from <http://www.uaf.edu/finsvcs/travel/index.html> under "Travel Forms."
- 36) Cost of the ticket only. Excess baggage charges or change fees should be listed as Miscellaneous. Original Passenger Receipt must be submitted with the TER. If the ticket was issued electronically, the e-mail receipt must be submitted. May be paid via the TCC.
- 37) Receipts must be submitted with the TER. If any meals are included in the price of Registration, per diem must be docked one quarter per meal. If actual meal costs are

being reimbursed, the Registration receipt must be itemized to show cost per meal.

Registration may be paid with a non-travel University Procurement Card (ProCard).

- 38) Subtotal by column.
- 39) Comment section. Should correspond to lettered items within TER.
- 40) Subtotal by row.
- 41) Subtotal of document.
- 42) If a partial reimbursement has been issued, that amount must be subtracted from the document subtotal.
- 43) Total amount of travel charges paid with a University Travel Credit Card. This amount is subtracted from the document total.
- 44) Total amount of registration charges paid with a University ProCard. This amount is subtracted from the document total.
- 45) Total travel charges minus any partial reimbursements, minus charges paid by TCC, minus charges paid with a ProCard.
- 46) Amount of any advance payments. See #19.
- 47) Adjusted Total minus any advance payments. This amount should be the same as the amount entered in #6. This is the amount that will be printed on the traveler's reimbursement check.
- 48) The traveler must sign the TER.
- 49) The IAB Director must approve the request for reimbursement.

Notes:

- A) Receipts smaller than 8 1/2 by 11 inches should be taped to 8 1/2 by 11 in. paper. More than one receipt per page is acceptable.
- B) The order of submitted paperwork should be as follows if possible:
 - i) TER
 - ii) Passenger Receipt for airfare or other main method of travel or "Lost Ticket / Boarding Pass" form, signed by traveler and IAB Director
 - iii) Boarding Passes or "Lost Ticket / Boarding Pass" form, signed by traveler and IAB Director
 - iv) Lodging receipts
 - v) Registration receipts
 - vi) Ground Transportation receipts or "Car Mileage" form signed by traveler and IAB Director
 - vii) Parking receipts
 - viii) Telephone receipts
 - ix) Other miscellaneous