P-card Meals
Actuals vs. Per Diem

- Meals Actual and Per Diem cannot both be given for a travel
  - The only exception for this is Meals & Entertainment (M&E)
- When a meal (not M&E) is purchased using a P-card, it is considered Meals Actual
  - All meals for the trip must be Meals Actual; or
  - The traveler needs to reimburse USU for the meals paid on a P-card. With a receipt from cashier’s, they can then be reimbursed Per Diem
Traveler’s Mailing Address

- Please be sure to ALWAYS review the traveler’s mailing address.
- We cannot send checks internationally.
- ServiceNow only uses Mailing Addresses (MA); it will not pull any other address type from Banner.
Refreshing Traveler Information

- Clicking the Refresh button will update information (addresses, banking information, etc.) in ServiceNow that was updated in Banner.
Direct Deposit

- There are two types of direct deposit
  - Payroll
  - Accounts Payable (AP)
- All USU employees and students are required to have an AP direct deposit for travel reimbursements
- There are three ways a traveler can signup for AP direct deposit
  - The traveler can login to Banner and add their banking information
  - The traveler can return a completed AP direct deposit form to the Travel Office
  - If the traveler has Payroll direct deposit, they can send an email to the Travel Office requesting that their Payroll direct deposit information be copied to their AP direct deposit. Have them include their A#. They should NOT include any personal banking information within the email.
Auto@Airfare Clarification

- When traveling **out-of-state** and the traveler **elects to drive** his or her car instead of using a commercial carrier, reimbursement will be the lower of:
  - The allowable mileage rate; or
  - The associated expenses of flying as allowed and documented by the department
- When the actual cost of mileage is being reimbursed, it should go on the TR as **Mileage**
- When the **associated expenses** of flying are being reimbursed, it should go on the TR as **Auto@Airfare**
- A cost comparison needs to be attached to the TR **with** back-up documentation for either option
Auto@Airfare Example 1

- USU to Seattle, WA
- November 11th to November 14th
- In this example, flying is cheaper than mileage
  - Flying $657.87
  - Mileage $765.33

This should be reimbursed as Auto@Airfare
Auto@Airfare

Example 1

Roundtrip mileage from USU to Seattle is 1,578 miles @ $0.485/mile = $765.33
**Auto@Airfare**

**Example 1**

- **Airfare**: $276.60
- **Baggage**: $60.00
- **Mileage**: $83.91
- **Airport Parking**: $40.00
- **Rental Car**: $157.36
- **Fuel for rental**: $40.00

**Total**: $657.87
Auto@Airfare Example 2

- USU to Denver, CO
- November 11\(^{th}\) to November 14\(^{th}\)
- In this example, mileage is cheaper than flying
  - Mileage $495.67
  - Flying $509.70

*This should be reimbursed as Mileage*
Auto@Airfare Example 2

Roundtrip mileage from USU to Denver is 1,022 miles @ $0.485/mile = $495.67
### Auto@Airfare Example 2

<table>
<thead>
<tr>
<th>Car Type</th>
<th>Mode</th>
<th>Details</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy Car</td>
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</tr>
<tr>
<td>Compact Car</td>
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<td></td>
<td>$60.00</td>
</tr>
<tr>
<td>Midsize Car</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$509.70</td>
</tr>
</tbody>
</table>

**Total:** $509.70
Returning TA’s & TR’s

- Please avoid returning TA’s and TR’s to the Initiator, especially if the Initiator is the traveler
  - We get a lot of phone calls and emails every week because a TA/TR was returned to the Initiator, and the Initiator won’t re-submit the TA/TR, or they can’t find the TA/TR so they can re-submit it
  - It will save everyone time and a headache, if TA’s and TR’s are not returned to the Initiator unless absolutely necessary
Resuming TA’s & TR’s

- If you have started a TA/TR but are unable to finish it - remember to update (save) the record.
- Then when you are ready to resume, go to the Travel Dashboard and click the “Resume Travel Authorization” or “Resume Travel Reimbursement” button.
- All the TA’s or TR’s you are working on will be listed and you just need to open up the one you need.
Travel Dashboard

Travel Forms

CREATE

Generate a new Travel Authorization, Reimbursement, or Cash Advance Request.

- New Travel Authorization
- New Travel Reimbursements
- New Cash Advance

RESUME

View and submit saved Travel Authorizations, Reimbursements and Cash Advance Requests.

- Resume Travel Authorizations
- Resume Travel Reimbursements
- Resume Cash Advances
Multiple TA’s

- Only **one** TA should be created for travel.
- A travel should **never** have multiple TA’s created even if there are multiple funding sources, projects, destinations, etc.
- As a Travel Office, we have this procedure in place to help ensure that reimbursements are accurate.
- The only time a second TA would be created is if the traveler **returns** home (to Logan) **between** trips.
Enterprise Rentals

- Sometimes there are discrepancies in billing (Toll charges, refueling charges, daily rate, length of rental, etc.)
  - The Travel Office can book and bill your rental directly. Discrepancies with your bill are best handled between the traveler and Enterprise directly.
- A new State Contract has been negotiated with Enterprise
  - Rental rates are slightly higher
  - One-way rental rates from airports are nearly double what they used to be
International Travel Policy 536

- The new International Travel Policy has been approved
- Possible new approval coming for all International Travel – Risk Management
- Questions ~ Mike George or Jarrod Larson