



College of Arts and Sciences
Travel Training

2024



Arts and Sciences Dean's Office

Gardiner Hall, 3rd Floor

Stevenson Hall, Room 404

dawn.clements@louisville.edu

502.852.7718

Monday – Friday 830am to 430pm

Travel service account – asbusdo@louisville.edu

Travel Information Sheet

ALL –

- Complete **all** fields. Detailed comments
- Indicate the payment source – Travel Card/Central Billing Card/Out of Pocket/ProCard
- Speed Type must be indicated – cannot process without
- Maximum Travel Allowance – do not exceed what you are allowed
- If you are driving your personal vehicle – include the number of miles, roundtrip
 - Cost comparison may be needed

Students –

- Only complete if traveling on a grant.

DO NOT complete a Travel Information Sheet if expenses are not being covered by the University

Travel Information Sheet

Domestic Trip –

- Receive 2 weeks prior to departure

International Trip –

- Receive 6 weeks prior to departure
- Terra Dotta System – Sign up!

Everyone must have a profile in PeopleSoft – travelers, proxy and approvers

- Students will need to provide their home address

Travel encumbrances (travel authorizations) are entered by me and submitted by me

Domestic Travel

Complete a Travel Information Sheet at least 2 weeks prior to trip

Complete **ALL** fields -**This is required by A&S**

Conference registrations must be paid using the ProCard or Travel Card

Rental cars must be reserved through Enterprise/National – contracted vendor

Expense reports must be submitted by the traveler

Students do not have access to PeopleSoft- expense reports will be submitted by me

International Travel

Complete a Travel Information Sheet at least 6 weeks prior to trip

****Complete ALL fields**

All travel must have the Dean's approval. Submit the Out of Country form to me.

****Complete ALL fields.**

Pre-Approval and Full Approval will be received by the International Travel Office.

- You must receive approval from their office to travel on behalf of the University.

!! This is for your safety !!

Complete a Terra Dotta profile – upload your international travel documents there.

- Add your proxy – the department admin and me
- [Travel Registry \(terradotta.com\)](https://louisville.edu/provost/travel/)
- <https://louisville.edu/provost/travel/>

Payment Methods

ProCard – CANNOT be used for travel. Conference Registrations only

Central Billing Card – University credit card. Used by Anthony

Travel Card – Everyone is encouraged to apply

Grad students can obtain

7 to 10 days to receive once Blackboard test is completed

\$5000 monthly limit/\$2500 purchase limit –

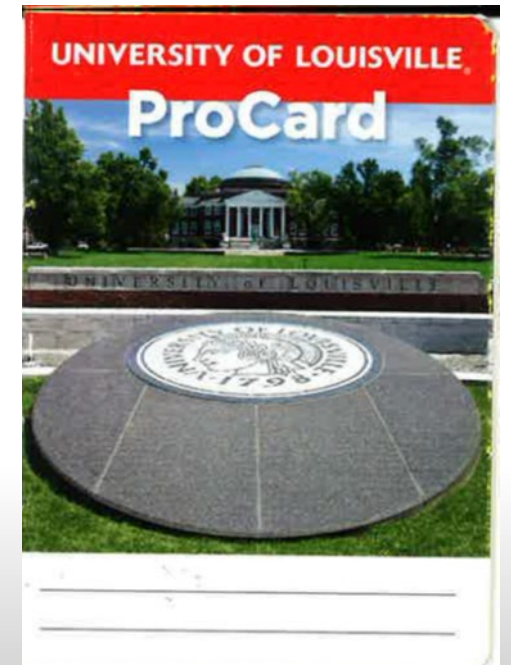
can be increased with chair approval

All transaction are automatically transmitted to PeopleSoft T&E system

Card number is added to your Anthony profile – default payment source

email - travlcrd@louisville.edu

<https://louisville.edu/finance/controller/travel/travelcard>





Travel Policy

A&S requires a Travel Authorization for both Domestic and International travel

Receipts are needed for **all** expenses regardless of the payment

Registrations – Paid via ProCard or Travel Card

No International travel arrangements should be made until approval is received from your chair, the dean and by the International Travel Office

Know what is allowed and not allowed

<https://louisville.edu/policies/policies-and-procedures/pageholder/pol-travel-policy>



Requesting Reimbursement

Forward **ALL** receipts for expenses to:

asbusdo@louisville.edu

Subject Line : Travel Receipts

Maximum Travel Allowance –

Expenses that exceed the maximum allowed amount will not be entered

Anthony/Concur charges and ProCard charges are counted towards allowed amount

Submitting

Travel Authorizations –

Submitted by me

1st approved by supervisor/chair

budget check must be performed

Expense Reports –

Submitted by the traveler (unless a student)

1st approved by supervisor/chair

budget check must be performed

Notifications are sent to the travelers and approvers.

Approvals

HR Supervisor must perform a budget check – under Budget Options

Budget failure – return for corrections/changes

Accounting date – may need to be changed

Approve Expense Report - Expense Summary

[Expense Details](#)

*From Date 03/16/2023

*Through Date 03/19/2023

Actions ...Choose an Action

GO

Business Purpose Conference
 Description Confer/Detroit/March 2023
 Reference
 *Accounting Date 02/21/2024
 Budget Status Valid

Report 0000052676 Approvals in Process
 Created 03/30/2023 Dawn Clements
 Last Updated 02/22/2024 Christine Ehrick
 Accounting Template STANDARD

Budget Options

Budget Checking completed. Report is ready for Approval/Posting

[View Analytics](#)

[Notes](#)

[Attachments](#)

Totals ?

Employee Expenses (1 Line) 530.83 USD
 Cash Advances Applied 0.00 USD

Non-Reimbursable Expenses 0.00 USD
 Prepaid Expenses 0.00 USD

Employee Credits 0.00 USD
 Supplier Credits 0.00 USD

Amount Due to Employee 530.83 USD

Amount Due to Supplier 0.00 USD



Travel Liaisons

Within each department there is an admin staff member who is the travel liaison

The travel liaison should be able to answer basic questions and direct faculty to the A&S Travel website

If a traveler has a question that cannot be answered by the liaison or the website, they should be directed by the liaison to the UBMI.

See the A&S website for department contact information:

<https://louisville.edu/artsandsciences/faculty-staff/finance/travel>



Panama City, Panama

For teaching only:

Dawn Clements is the contact : dawn.clements@louisville.edu

This is for teaching at Quality Leadership University only (QLU)

Controller's Office

Expense reports must be **submitted** within 60 days from the trip return date.

AVOID BEING TAXED !!

Exceptions – are granted as a **one-time** exception for conference registrations paid out of pocket.

Use you Travel Card or Procard!!

KNOW THE TRAVEL POLICY !!

<https://louisville.edu/finance/controller/acctops/travel/>



Per Diem Allowance

Amount varies by location. Use the Federal Pay website for rates

[FY 2024 Federal Per Diem Rates \(federalpay.org\)](https://www.federalpay.org)

Per Diem spreadsheet must be completed and included on reimbursement request.

Departure and arrival times dictate meal eligibility

Meals / Per Diems

Breakfast – 20%

depart by 6:30 am / return after 9:00 am

Lunch – 30%

depart by 11:00 am / return after 2:00 pm

Dinner – 50%

depart by 5:00 pm / return after 7:00 pm

Meals / Per Diems Continued

Uber/Taxi/Lyft to personal meals are not allowed –

*included in the daily per diem

Business Meals : Must provide a detailed receipt

Must list all the attendees

Indicate the purpose of the business meal

Default Location will populate the per diem rate

Mileage vs. Gas

- When claiming mileage instead of gas, the beginning and ending address need to be indicated.
- If claiming mileage for research, request should be received on a monthly basis.

Splitting Cost

Hotel / Airbnb –

If splitting the cost of a stay – all names must be on the hotel folio/Airbnb receipt

If your name is not on the folio/receipt – you will need to obtain your portion from the responsible party

Means of Travel Cont.....

If driving instead of flying –

You must include the beginning and ending addresses

Include Google Map

Flight comparison –

Must be at least 2 weeks out

Departure on the same day and return on the same day

FAQ

Is the travel card limit tied to the max travel? Yes

Is the travel card required?

Controller's office is strongly encouraging it. If you travel more than once a year, you need to obtain a travel card. Only out of pocket expense that should be reimbursed is per diem.

Rental car vs Flight – when to choose the appropriate method of travel

If you choose to drive instead of fly and the trip is over 200 miles, a flight comparison must be obtained. Reimbursement will be the lesser of the two. 2 weeks out, same days.

If I drive my personal vehicle for a business-related trip, does the University provide auto insurance?

No. The University does not provide insurance coverage for a personal vehicle. Car rentals are insured. Do not obtain the additional insurance when renting.

<https://louisville.edu/riskmanagement/inscov/inscov>

What is the travel card statement and what do I do with it?

The travel card pays for all expenses related to travel (except meals). Review the statement and ensure all the charges are legit. Treat this credit card as if it was your own. If you suspect your card has been comprised, contact the Controller's Office, or PNC bank ASAP.

PNC Bank: 1-800-685-4039 Immediately notify PNC Bank: 1-800-685-4039.

Complete the [Lost or Stolen Card Notification Form](#) online and email to the AP - Travel office at travlcrd@louisville.edu.



FAQ Continued

How do I know when I can book travel after submitting a travel authorization?

Preapproval must be received from the International Travel Office before you can book and make reservations. For Domestic trips, if your chair/supervisor has approved you to travel and you have submitted a Travel Information Sheet (TIS), you may book and make reservations.

Who completes the travel profile?

This is completed by the dean's office. Student profile requests will need their home address included.

What if I lose a receipt?

A certification of Non-Original Receipt Form will need to be completed and signed by your supervisor/chair.

<https://louisville.edu/finance/controller/acctops/forms/nonorigrec>

Can I still use my frequent flyer miles when I book through Concur?

Yes. That can be indicated on your profile on the Concur website

Are the fees that Anthony/Concur charge counted towards the trip allowance?

Yes. The fees are paid by the department and should be accounted for.

If I have already booked a flight, made reservations and have applied for a travel card, can I still be reimbursed? **Yes**



Questions

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2024