Travel Talks

Wednesday 02/21/24
Travel Talks

Today’s Agenda

Expense Reports
  - Error Messages
  - Common Mistakes

Q&A Session

This presentation will be recorded for future viewing

Travel Talks to continue WEDNESDAYS @ 1:30
Common Errors
Common Errors

Expense Report

Older Transaction

Joseph Connely

The date entered for the Domestic Airfare expense on line 1 is older than what is allowed by company policy. Please provide an explanation as to why.

OK
Common Errors
Common Errors
## Common Errors

### Expense Type
- **Date**: 04/21/2023
- **Expense Type**: Domestic Airfare

### Description
- **Description**: Test
- **Billing Type**: Business Meals
- **Location**: 
- **Merchant**: Preferred

### Payment Type
- **Payment Type**: Visa Corporate Travel Card
- **Amount**: 326.00
- **Currency**: USD

### Accounting Details
- **Amount**: 326.00
- **GL Unit**: UOFL1
- **Monetary Amount**: 326.00
- **Currency Code**: USD
- **Exchange Rate**: 1.00000000
- **Speed Type Key**: 01053
- **Account**: 
- **Fund**: 1000A
- **Dept**: 1220000156
- **Program**: 01053

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# Common Errors

### Form Fields

- **Date**: 04/21/2023
- **Expense Type**: Domestic Airfare
- **Description**: Test
- **Payment Type**: Visa Corporate Travel Card
- **Amount**: $326.00
- **Currency**: USD
- **Billing Type**: Business Meals
- **Location**: [Search]
- **Merchant**: Preferred

### Accounting Details

- **GL Unit**: UOFL 1
- **Monetary Amount**: $326.00
- **Currency Code**: USD
- **Exchange Rate**: 1.0000000
- **Speed Type Key**: 01053
- **Account**: 1000A
- **Fund**: 1220000150
- **Dept**: 01053

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L O U I S V I L L E . E D U
Common Errors
Common Errors

Budget Check
Common Mistakes
Common Mistakes

Registration Payment

- Should be paid for by a ProCard or Travel Card. Only!
- This will need an exception granted by the Controller’s Office

 acctspay@louisville.edu
Common Mistakes

**Hotel Incidentals**

- Room service, mini mart, bar, restaurant, coffee or water or snacks
- These are considered part of Per Diem
  - *Employee Out-of-Pocket – Leave off Hotel line of report*
  - *Travel Card – Deduct from Per Diem amount*
  - OR employee must reimburse the university
Common Mistakes

International Travel

- Provost Approval Needed
  - We will send an email to get this information

Your request to travel to Montreal and Quebec, Canada, from July 8 – July 12, 2023, has been received in the International Center.

Your safety is our priority. Before you travel, please review the following resources:

1. The State Department’s country information and the US Embassy’s COVID information pages on your destination. It is your responsibility to ensure you have all required travel documents (passport, visa, etc.). Anthony Travel can assist with visa arrangements.
2. Airlines may have additional COVID regulations, and they have the sole authority to decide who they allow to board their aircraft. Please check with your airline to ensure you follow these regulations.
3. The State Department’s Travel Advisory (found here or on the country information page) and all CDC notices on your destination.
4. The attached “Best Practices for UofL Academics Abroad” document is based on guidance from the FBI, CIA, and the State Department.
6. The Department of Homeland Security (DHS) page on enhanced screening measures implemented in 2017. Devices must be charged all the time to turn on, otherwise you may be asked to discard them.
7. If you are traveling to a country on the OFAC Sanctions list, please note that Duo will block all authentication requests from these locations beginning May 5, 2022. This means that you will be unable to access ULink or any other Duo-protected application. Web-based applications will display the following error message: “Access denied. Duo Security does not provide services in your current location.” Other applications may display a generic failed login message.
8. All travelers are strongly encouraged to enroll in the Smart Traveler Enrollment Program (STEP), which allows U.S. citizens to enroll their travel plans with the nearest U.S. embassy.
9. Know CSI resources: Call collect at +1 312-935-1703 or email medassist-usa@axa-assistance.us. Please note that 1) CSI provides pre-departure medical advice and country-specific info; 2) while CSI services operate 24/7, non-emergency claims may take several hours to process and 3) should you disregard the instructions you receive or not contact CSI, reimbursement for services used is not guaranteed. In any case where the situation warrants, feel free to contact me directly at paul.hofmann@louisville.edu, and I will act as an intermediary for you.
10. The United States government no longer requires a negative COVID-19 test to fly into the country. However, they will periodically reassess the requirement, and we recommend having a plan in place in case the situation changes. The CDC still recommends testing 3-5 days or fewer before travel to the US. Please note that whether the test is required or recommended, the cost is not covered by CSI.

Your request has been approved by the Provost.

Best wishes for a safe and productive trip,
Common Mistakes

Conference Agenda/Schedule/Pamphlet

- Document attached to verify business purpose for travel
- This also helps identify Per Diem

  - *If the conference registration fee includes meals, these should be deducted from per diem*
Common Mistakes

Business Meals

- Must include:
  - *Itemized receipt*
  - List of Attendees
  - General description of business discussed

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Per Diem</td>
<td>Business dinner during research meeting. This is the only documentation I have. If further documentation is needed, please let me know how I can transfer these charges to.</td>
<td>Visa Corporate Travel Card</td>
<td>46.25</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Itemized:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bang Cauliflower</td>
<td>2</td>
<td>16.00</td>
</tr>
<tr>
<td>Squid RI Ave</td>
<td>2</td>
<td>16.00</td>
</tr>
<tr>
<td>BBQ Ribs App</td>
<td>2</td>
<td>18.00</td>
</tr>
<tr>
<td>CrabCake Sliders</td>
<td>2</td>
<td>22.00</td>
</tr>
<tr>
<td>Caesar Side</td>
<td>1</td>
<td>7.00</td>
</tr>
<tr>
<td>Spicy Tuna</td>
<td>1</td>
<td>16.00</td>
</tr>
<tr>
<td>S Red Dragon</td>
<td>1</td>
<td>21.00</td>
</tr>
<tr>
<td>Lobst Roll Buttr</td>
<td>2</td>
<td>86.00</td>
</tr>
<tr>
<td>Spicy Salmon</td>
<td>1</td>
<td>34.00</td>
</tr>
<tr>
<td>Green Drop</td>
<td>1</td>
<td>18.00</td>
</tr>
<tr>
<td>Chicken Sandwich</td>
<td>1</td>
<td>17.00</td>
</tr>
<tr>
<td>Sushi Sake Seshm</td>
<td>1</td>
<td>15.00</td>
</tr>
<tr>
<td>Sushi Tuna Seshm</td>
<td>1</td>
<td>17.00</td>
</tr>
<tr>
<td>Crabmeat Roll</td>
<td>1</td>
<td>34.00</td>
</tr>
</tbody>
</table>

**Non-Itemized:**

| Subtotal                     | 342.00   |
| TIP                          | 69.00    |
| TOTAL                        | 411.00   |

.signature

THIS IS A CUSTOM RS COPY
Common Mistakes

Airfare vs. Driving

- Most economical option
  - *Travel via car (over ~300 miles) needs a flight comparison*
- Airfare: Economy **Required**
  - *University does not pay for upgrades or amenities*
    - Frequent Flyer purchases
    - Blankets, Pillows, Snacks, etc.
    - Purchases made with person rewards points
QUESTIONS
COMMENTS
CONCERNS