



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

Default Rate

Non-Reimbursable

No Receipt

Preferred
 Non-Preferred

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Dept	Program	PC Bus
326.00	UOFL1	326.00	USD	1.00000000	01053		1000A	1220000156	01053	

Common Errors

*Date: 04/21/2023 | *Expense Type: Domestic Airfare | *Amount: 326.00 | *Currency: USD

*Billing Type: Business Meals | *Location: [Redacted] | *Merchant: Preferred

Accounting Details: Chartfields

Older Transaction Explanation

[Expense Report](#)

Older Transaction

Joseph Connelly Report ID 0000060601

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

Amount	*GL Unit	Amount	Code	Rate	Key	Account	Fund	Dept	Program	PC Bus
326.00	UOFL1	326.00 USD		1.00000000	01053		1000A	1220000156	01053	

Exchange Rate: 1.00000000 | Currency Amount: 326.00 USD

Common Errors

Default Rate

Non-Reimbursable

Preferred
 Non-Preferred

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Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Dept	Program	PC Bus
326.00	UOFL1	326.00	USD	1.00000000	01053		1000A	1220000156	01053	

Common Errors

*Date: 04/21/2023
 *Expense Type: Domestic Airfare
 Description: Test
 *Payment Type: Visa Corporate Travel C
 *Amount: 326.00
 *Currency: USD

*Billing Type: Business Meals
 *Location: [Redacted]
 *Merchant: Preferred Non-Preferred

*Exchange Rate: 1.00000000
 Base Currency Amount: 326.00 USD

Default Rate
 Non-Reimbursable
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Dept	Program	PC Bus
326.00	UOFL1	326.00	USD	1.00000000	01053		1000A	1220000156	01053	

Common Errors

Budget Check

Budget Options



Created: 12/11/2023 Paul Holmann

Commitment Control x

[Help](#)

Commitment Control Details

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Error in Budget Check
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0011804114
Commitment Control Tran Date	01/31/2024
	<input type="checkbox"/> Override Transaction

i

[Go to Transaction Exceptions](#)
[Go To Activity Log](#)

Expense Supervisor
Jennifer Pardon
Expense Manager
Gail DePuy (Pool)

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/18/2023	Registration	* Eastern Assn for the Surgery of Trauma conference registration - SCC Fellow used 93 characters remaining	Employee - Out of Pocket	400.00	USD
	Billing Type Billable Location Orlando Merchant <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred EAST ▶ Accounting Details ?		<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	Exchange Rate 1.00000000 Base Currency Amount 400.00	USD

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*

ROOM CLERK	ADDRESS	PAYMENT	
DATE	REFERENCES		CHARGES CREDITS
11/16	DAF FEE	DAF BASE	42.00
11/16	OCC TAX	DAF BASE	2.52
11/16	TAX 7%	DAF BASE	2.94
11/16	ROOM	3821, 2	416.00
11/16	ROOM TAX	3821, 2	29.12
11/16	OCC TAX	3821, 2	24.96
11/17	SUD BAR	56123821	1.73
11/17	L'ATELIE	65203821	40.59
11/17	IRD-BA	40443821	29.43
11/17	DAF FEE	DAF BASE	42.00
11/17	OCC TAX	DAF BASE	2.52
11/17	TAX 7%	DAF BASE	2.94
11/17	ROOM	3821, 2	336.00
11/17	ROOM TAX	3821, 2	23.52
11/17	OCC TAX	3821, 2	20.16
11/18	CCARD-AX		

breakfast
original amt set to \$13.80 / deducted for incidental charge /

Employee - Out of Pocket

183 characters remaining

Per Diem Deductions

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate 3.80 USD

Base Currency Amount 1.00000000 USD

3.80 USD

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." This document is based on guidance from the FBI, CIA, and the State Department.
5. The [Worldwide Caution](#) alert issued by the U.S. Department of State (DOS) on January 15, 2019.
6. The [Department of Homeland Security](#) (DHS) page on enhanced screening measures implemented in 2017. **Devices must be charged and turned 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 themselves with the nearest U.S. embassy.
9. **Know CISI resources:** Call collect at +1 312-935-1703 or email medassist-usa@axa-assistance.us. Please note that 1) CISI provides pre-departure medical advice and country-specific intel 2) while CISI services operate 24/7, non-emergency claims may take several hours to be processed and 3) should you disregard the instructions you receive or not contact CISI, 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 this requirement, and we recommend having a plan in place in case the situation changes. The CDC still recommends testing [3 days or fewer before travel](#) to the US. **Please note that whether the test is required or recommended, the cost is not covered by CISI.**

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*



iPlasmaNANO XII Guadeloupe at-a-glance

Time	5-Dec Tues	6-Dec Wed	7-Dec Thu	8-Dec Fri	9-Dec Sat
7:00-8:45		breakfast	breakfast	breakfast	breakfast
9:00-9:20		Welcome & Program; Gordon Welcome; Cvelbar	Radovanov	Confer	Aydil
9:20-9:40		Overview from Ostrikov (Gordon)			
9:40-10:20	arrival	Mascher	Chaker	Pai	Lim
10:20-10:40		coffee	coffee	coffee	coffee
10:40-11:20		Gries	Barranco	Kovacevic	Gordon
11:20-12:00		Vahl	Hamden	Sanchez	iPlasmaNano XIII
12:00-2:00		Lunch @ RdE	Lunch @ RdE	Lunch @ RdE	Lunch @ RdE
2:00-2:40		Kylian		Berndt	

Common Mistakes

Business Meals

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

*Expense Type	Description	*Payment Type	*Amount	*Currency
Non-Per Diem	* 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	Visa Corporate Travel Card	46.25	USD

Itemized:

1 Bang Cauliflower	16.00
1 Squid RI App	18.00
1 BBQ Ribs App	18.00
1 CrabCake Sliders	22.00
1 Caesar Side	7.00
1 Spicy Tuna	18.00
1 S Red Dragon	21.00
2 Lobst Roll Buttr	86.00
2 Spcy Salmon	34.00
1 Green Drag	18.00
1 Chicken Sandwich	17.00
1 Sushi Salm Sashm	16.00
1 Sushi Tuna Sash	17.00
1 Crabmeat Roll	34.00
C102	

Non-Itemized:

Card Entry: SWIPEU
 Trans Type: PURCHASE
 Auth Code: 067908
 Check: 4492
 Table: 202/1
 Server: 295434 JAMES P.

Subtotal: 342.00
 TIP: 69.00
 TOTAL: 411.00

SIGNATURE _____

THIS IS CUSTOMERS 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

