

MyTravel

Travel Management using the MyTravel online system

Instructor: Jim Seibert

CLASS OBJECTIVES:

- Identify pre-travel planning steps
- Learn about the university's travel programs
- Discuss the reimbursement process
- Address foreign travel issues

TOPICS COVERED:

- Key Points About Travel
- Pre-Travel Planning
- Conference Registrations
- Transportation
- Lodging
- Cash Advances
- The Corporate Card
- Travel for Non-Employees
- Submitting Travel Expenses
- Viewing Travel Transactions
- Foreign Travel Tips
- Travel Resources
- Attachment – QuickStart Guide



This handout was published by the Education & Support Services (ESS) division of Accounting & Financial Services, University of California, Davis
<http://accounting.ucdavis.edu/ess>

Information on this class, or any other offered by ESS:
dafishelp@ucdavis.edu

© Regents of the University of California. All rights reserved.

KEY POINTS ABOUT TRAVEL

Each department should have a travel coordinator, responsible for disseminating travel information and resolving travel issues.

All travel must be approved by the department head or approved delegate *prior* to travel taking place. (Note: If the department head is the traveler, the approval must come from the person to whom they report.) Travel funded by extramural funds must be approved by the principal investigator on that contract or grant.

Personal expenses shall not be charged to the university.

Most policies pertaining to travel can be found in these UC Davis Policy and Procedure Manual (PPM) sections:

- 300 - Travel and Transportation (<http://manuals.ucdavis.edu/ppm/contents.htm#300>)
- 370 - Risk Management (<http://manuals.ucdavis.edu/ppm/contents.htm#370>)

PRE-TRAVEL PLANNING

Each department may establish its own policy as to whether travel arrangements will be made by the traveler or if there will be a designated travel processor for the whole department. By policy, travel plans must be at minimal cost to the university. Most departments have one or more staff who can assist in that planning, however the responsibility still rests on the traveler.

Although the costs are to be kept minimal, always consider the “cost vs. benefit” factor when making travel arrangements:

- A cheaper flight may also have more restrictions. Is the risk of losing money due to cancellation worth the savings of a few dollars?
- The hotel where an event is held may be more expensive than some alternatives, but will there be a savings in transportation costs by staying onsite?

CONFERENCE REGISTRATIONS

Registration fees are usually paid in advance, in one of the following ways:

- U.S. Bank VISA Corporate Card (see corp card, p.7) – this is the preferred way, as it reduces out of pocket expenses, and can also alleviate the need for processing extra documents.
- Pre-Trip Payment system – This online system notifies Accounts Payable to send a check to the vendor.
- Personal credit card – This method can be avoided if the traveler has the U.S. Bank VISA Corporate Card.

If the traveler used the Corporate Card or a personal credit card to pay for the conference and the payment is due before the trip is completed, payment can be made by doing the following:

- Corporate Card – In MyTravel, create a **Corporate Card Pre-Payment** expense report. Accounts Payable will send a payment to U.S. Bank.
- Personal credit card – In the Pre-Trip Payment system, create a pre-trip payment with a Payment Purpose of Cash Advance. Accounts Payable will pay the traveler, who then must pay their credit card company.

If the conference registration is to be made payable to the UC Regents, it will be handled outside of MyTravel as an intercampus recharge. Instructions on this process can be found at <http://accounting.ucdavis.edu/GA/IOCInstructions.cfm>.

For more on conference registrations, see <http://travel.ucdavis.edu/arrange.cfm?opt=3>.

TRANSPORTATION

All transportation expenses are to be reimbursed on the most economical method of transportation, and the most usually traveled route, consistent with the authorized purpose of the trip. Following are some common methods.

Private Vehicle

Privately owned vehicles used for university business must be covered by the driver's liability insurance with the following minimum limits:

- \$15,000 for personal injury to or death of one person
- \$30,000 for injury to or death of two or more persons in one accident
- \$5,000 for property damage

The traveler certifies on the Travel Expense report that this minimal requirement has been met. If a private vehicle is used for frequent university travel (defined as four or more trips per month, 300+ miles total), proof of insurance must be provided to the traveler's department before mileage can be reimbursed.

Rental Cars

University vehicles are available for rent from Fleet Services. Their fees and terms are available on their Web site (<http://www.fleet.ucdavis.edu/dispatch/>).

Cars can also be rented from outside agencies, several of which have agreements with the university (<http://travel.ucdavis.edu/agreements/carrental.cfm>). University agreements cover any damage sustained by the rental vehicle and provide increased liability coverage. When using an agreement:

- You must identify yourself (or the traveler) as a university employee on university business.

- You must provide the agreement ID number to the agency (available at <http://travel.ucdavis.edu/agreements/carrental.cfm>).
- Request a compact or economy car.
- Decline the optional Loss Damage Waiver (LDW) insurance, since it's included in the agreement (for domestic travel excluding Alaska and Hawaii). If purchased, it will *not* be reimbursed!
- The rental contract the traveler signs must indicate that the agreement rate is being used.

Commercial Flights

The university has two air travel programs designed to reduce out of pocket expenses, and the associated workload: the Central Travel System (CTS) and the California State Travel Agreement (YCAL).

- The CTS program (<http://travel.ucdavis.edu/cts.cfm>) allows you to book travel with any airline to any destination. There are no restrictions. The charge to change or cancel a flight varies by agency and airline.
- The YCAL program (<http://travel.ucdavis.edu/ycal.cfm>) provides university travelers with State of California discounted rates. There are few restrictions, and reservations can be canceled for a full refund (less the agency fee) at any time.
- When you contact the travel agencies to make airline reservations, give them a departmental billing ID and a traveler ID. The billing ID is set up in DaFIS Transaction Processing, usually by someone in your department. The traveler ID for UCD employees is their employee ID; for non-UCD employees, a traveler ID must be created. See page 8 for information on non-employee travelers.
- When you contact the travel agencies to make airline reservations, you should be offered a YCAL rate if it's available; otherwise you should be offered a non-YCAL rate.
- For a comparison of these two programs, go to <http://travel.ucdavis.edu/air/cts-ycal.cfm>.

Surface vs. Air Transport

UC Davis policy states that all travel arrangements should include the least costly mode of transportation. However, a traveler may choose to use surface transportation, even though air travel is the standard mode of travel to the destination. In such a case, the total cost of the surface travel (additional meals and lodging, parking, mileage, tolls, taxis, and ferries) may be reimbursed, but shall not exceed the total cost of air travel (a standard YCAL fare, if booked in advance, plus transportation to and from the airport terminals).

When two or more people share an automobile, only the driver may claim reimbursement for transportation expense.

LODGING

When making lodging arrangements, consider the costs and benefits of being located onsite. For example, it may cost more to stay at a hotel located where the event is taking place; however, it may cost less than staying at a hotel further away where additional transportation is required.

Typically, the traveler reserves and pays for lodging using a US Bank VISA Corporate Card or personal credit card. While the arrangements are made ahead of the trip, they are generally not charged until the traveler checks out of the place of lodging. These charges are then reimbursed to the Corporate Card or traveler when the travel expense reports are approved.

Hotel Agreements

The university has hotel agreements with several lodging establishments (<http://ucdmm.ucdavis.edu/dm3/agreements.cfm>). Check the rate listed online, and then call them to see if the verbal rate is lower than the published rate. When calling, be sure to mention the agreement's UCD ID number. Use the agreements when possible. The more often agreements are used, the more leverage the university has when negotiating renewal rates.

Occupancy Tax Exemption

Occupancy Tax is a fee imposed by California cities or counties on the transient rental of rooms. In some parts of California, university employees traveling on official business are granted an exemption from this tax. Travelers should identify themselves as university employees when checking in. A tax exemption form, along with a list of places where the university is exempt can be viewed at <http://www.ucop.edu/ucophome/policies/acctman/t-182-75.pdf>.

Gifts to a Host

An alternative to staying at a hotel is to stay with a friend or relative while on official business for the university. Policy allows the offering of a non-cash gift to the host, which may be reimbursed up to \$75. A receipt must be provided for gifts of \$25 or more. Only one gift per stay may be provided to the host.

CASH ADVANCES

Cash advances are available to minimize out of pocket expenses on behalf of the traveler. Cash advances can be obtained by submitting a request through the Pre-Trip Payment system (link from MyTravel Center) or by using the Corporate Card (see page 7) at an ATM machine.

- Cash advances through the Pre-Trip Payment system are usually reserved for those who don't qualify for a Corporate Card.

- When requesting a Pre-Trip Payment System cash advance, indicate how the money will be used. For example, estimate how much will be used for lodging, meals, etc.
- Cash advances obtained through the Pre-Trip Payment system will be tracked by Accounts Payable in Account 1121500 and Object 0085.

Note

Account 1121500 has been set up for every chart, which means that School of Medicine cash advances will be tracked in S-1121500, hospital cash advances in H-1121500, and campus cash advances in 3-1121500.

- Cash advances obtained via the U.S. Bank Corporate Card will incur a 2.5% transaction fee (\$2 minimum, \$10 maximum). The university will incur the least cost if the cardholder requests no less than \$80 per transaction.

Additional information regarding cash advances, including how to reconcile them, is available at <http://travel.ucdavis.edu/MyTravel/help/cashadvances.cfm>.

THE CORPORATE CARD

The Corporate Card is a charge card granted to non-student employees for travel and entertainment expenses. It is intended to reduce out-of-pocket reimbursable travel and entertainment expenses, and the associated workload. Key points regarding the Corporate Card:

- The card is a VISA product and is accepted worldwide
- It is only to be used for reimbursable (i.e., not personal) expenses
- The cardholder is responsible for all charges on their card, and should protect the card as they would their personal credit cards
- No one should use others' credit cards or credit card numbers
- A cardholder should not pay for other travelers' expenses on their card unless they have been granted group leader status (<http://travel.ucdavis.edu/groupleader.cfm>)
- The traveler can obtain a cash advance using their card. There is a 2.5% transaction fee for cash advances (\$2 minimum, \$10 maximum). The university will incur the least cost if the cardholder requests no less than \$80 per transaction.
- The balance can be paid in full before each billing cycle by submitting an expense report through MyTravel. If the bill is more than 60 days delinquent, late charges will apply.
- If a card is suspended (e.g., inactive for 6 months or longer, card abuse), the cardholder must contact Accounts Payable (530-757-8816) to discuss reinstatement

Additional Corporate Card information is available at <http://travel.ucdavis.edu/corpcard.cfm>.

TRAVEL FOR NON-EMPLOYEES

Travel for non-UCD employees differs from travel for UCD employees in the following ways:

- Before making airline reservations for a non-UCD employee, your department must create a traveler ID for them. (See section below).
- Non-UCD employees cannot access MyTravel. Someone in your department must complete their expense reports.
- Before submitting expense reports for a non-UCD employee, a delegate must print the Non-Employee Certification Form in MyTravel, have the traveler sign it, and then fax it.

Setting-up a Non-employee Traveler

Each department must set up their non-employee travelers before making airline reservations and before submitting expense reports for them. You can create a traveler ID for non-employee travelers by clicking on **Setup a Non-Employee Traveler** in MyTravel or when using the Pre-Trip Payment System. Here are some key points regarding the setup:

- Whoever sets up the traveler is automatically listed as a delegate. While setting up the traveler, add more delegates so they too can process expense reports on the traveler's behalf.
- Enter complete traveler information. Listing your department's address or campus phone number is not valid contact information for the traveler.
- Since non-employee travelers can't access MyTravel, a delegate must prepare their reports, print the Non-Employee Certification Form (in MyTravel, open the report and click on Print or View Report to see this option), have the traveler sign the form, and then fax the form and applicable receipts to support the expense report.

SUBMITTING TRAVEL EXPENSES

Travel expenses, along with all necessary backup documentation, must be submitted to Accounts Payable within 21 days of the completion of a trip. There are only two exceptions to this:

- If the expenses are for recurrent local travel, they may be submitted monthly
- When a trip lasts more than 90 days, the traveler must submit a report quarterly

A traveler or delegate prepares an expense report in MyTravel. Procedures for preparing an expense report are available at <http://travel.ucdavis.edu/MyTravel/help/createreport.cfm>.

Actual versus Per Diem

When submitting travel expenses determine whether to claim *actual* amounts or *per diem* amounts. An *actual* amount is the total spent by the traveler. A *per diem* is a flat, daily rate for lodging, meals and incidentals only. The *actual* method can be used for any travel reimbursements. The *per diem* method can only be used when the traveler meets any of these conditions:

- The expenses are for travel *outside* the continental U.S.
- The expenses are for travel lasting at least 30 consecutive days *within* the continental U.S.

When per diems are claimed, receipts for those expenses are not required. For more on per diem, see the section on Foreign Travel, page 10.

Receipts and Other Documentation

Department approvers must verify the following documentation for travel expenses:

- All *original* airline, car rental, and itemized lodging receipts regardless of cost (if a host gift was provided in lieu of standard lodging, *original* receipts are needed for gifts greater than \$25).
- All *original* receipts for expenses greater than \$75.
- Receipt for conference or seminar registration.

Receipts should be faxed in support of the expense reports. If required receipts are not available, the traveler must fill out a Declaration of Lost Evidence form (<http://manuals.ucdavis.edu/ppm/330/330-80c.pdf>). When the report is approved, the department should shred the original receipts.

The Reimbursement Process

1. The traveler or delegate prepares an expense report in MyTravel and faxes the required receipts and other supporting documentation to the fax number listed in MyTravel: 1-866-206-1996.
2. The traveler approves the report.
3. The report routes for approval in the following order:
 - To the account manager(s).
 - To the department head or delegate. To find out who has this authorization, use the **T&E Department Approvers (318)** query in Decision Support.
 - To the Associate Vice Chancellor—Finance if there are exceptions on the report.

- To Accounts Payable.
 - To the Accounts Payable Supervisor if there are exceptions on the report.
4. The traveler, account manager, and department head can each ad hoc route any report to one additional person for approval. Approvers cannot edit reports; they can only approve or return them to the traveler for correction.
 5. The traveler receives payment (usually a check or direct deposit).

VIEWING TRAVEL TRANSACTIONS

You can view travel transactions several ways:

- The My Status List section of the MyTravel Center shows your own expense reports and their status. View the approvals by opening an expense report and clicking Audit Trail.
- You can also view your own expense reports in the MyTravel Forms and Processes section of the MyTravel Center. Click on Edit & View Expense Reports, and use the drop down arrow in the Find Reports field to indicate which reports you want to view.

If you are a *delegate* and wish to review your travelers' reports, click on Act as a Delegate in the MyTravel Center. Next, click on the traveler's name and then click on the drop down arrow in the Find field to indicate which reports you want to view.

- The **T&E Report Lookup (319)** Decision Support (DS) query enables you to search for all reports *that have already been submitted*, providing the ability to see which reports are still unpaid for your traveler/organization.
- The **T&E Expense Report Detail (316)** DS query allows you to see all reports, including those that have been initiated but not submitted.
- The **Transaction Listing (2)** DS query displays all of your ledger activity. You can limit the results to just travel charges by entering SUB5 in the Object Consolidation field. If you drill down on a travel transaction while in report 2, you will see report 319.


FOREIGN TRAVEL TIPS

There are several things to keep in mind regarding foreign travel:

- Loss Damage Waiver (LDW) and Liability insurance is included in the university's car rental agreements only for travel within the continental U.S. When using a car rental agreement for travel outside the continental U.S., the traveler should purchase the LDW and Liability insurance; they can be reimbursed for it.

- When expenses are in a currency other than the U.S. Dollar, the currency exchange rate must be determined. If the traveler paid with a credit card, then the card issuer has already calculated the exchange rate. If the traveler did not pay with a credit card, then use a currency converter Web site, such as OANDA: <http://www.oanda.com/>.
- When submitting expenses for travel outside the continental U.S., the traveler can claim either actual or per diem. A *per diem* is a flat, daily rate for lodging, meals and incidentals. When per diems are claimed, receipts for those expenses are not required.
- Per diem rates are listed at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>. If there is no per diem listed for a city in which an expense was incurred, use the “Other” rate.

TRAVEL RESOURCES

Many resources are accessible from within MyTravel (<http://mytravel.ucdavis.edu/>). There is a Help Resources section at the bottom of MyTravel Center, as well as context-sensitive help accessed by clicking on  in the upper right corner of MyTravel.

Other available resources include:

- MyTravel help resources: <http://travel.ucdavis.edu/mytravel/help/>
- The Travel Web site: <http://travel.ucdavis.edu/>
- Entertainment expense help: <http://accounting.ucdavis.edu/Entertain/>
- Travel policies: <http://manuals.ucdavis.edu/ppm/contents.htm#300>
- Entertainment policies: <http://manuals.ucdavis.edu/ppm/330/330-80.htm>
- The MyTravel help desk: (530) 757-8888, mytravel@ucdavis.edu for campus users; (916) 734-9168, mytravel@ucdmc.ucdavis.edu for health system users
- Online Exercises: <http://dafis.ucdavis.edu/exercises/MyTravel/02.html>

