

# Travel Management

## OBJECTIVES

- Identifying the steps involved in pre-travel planning
- Learning about the university's travel programs
- Reconciling and submitting travel expenses

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DAFIS USER'S GUIDE

## KEY POINTS ABOUT TRAVEL

Each department should have a travel coordinator, responsible for disseminating travel information and resolving travel issues. Most policies pertaining to travel can be found in the following 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>)

### Purpose of the Policies

The university's travel policies exist, and should be adhered to, for several reasons:

- They are designed to conform to the substantiation rules published by the Internal Revenue Service (IRS)
- They support our role as custodian of public funds

The university's travel policies apply to all employees, interviewees, guest speakers, and anyone else whose travel and related expenses are to be reimbursed from university-controlled funds.

### Authorization & Approvals

All university travel should be authorized *prior to* the travel taking place, or the traveler risks being liable for expenses incurred. Travel must be approved by the department head. (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.

Each department has its own established way of obtaining this pre-approval. Some use strictly verbal approval, others have established request forms that require a signature before travel arrangements will be made. You will need to become familiar with your department's practices.

Once the travel is complete, both the traveler and the department head (or their delegate) must sign the Travel Expense form. If the department head was also the traveler, then the form must be signed by the person to whom they report.

## 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, it is the responsibility of the traveler to plan university travel in such a manner as to minimize the 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?

### Advances

All travel related payments made *before* the trip takes place are considered advances. There are two types of advances:

- **Advances paid to the traveler** – include university checks issued to the traveler, and advances that Corporate Card holders issue to themselves
- **Advances paid to a vendor (or non-employee)** – include checks that the university issues to vendors for expenses such as conference registrations and airline tickets; and advances paid to a non-employee, such as an interviewee

For more on creating and clearing advances, see **Managing Advances** on page 9.

### Conference Registrations

Registration fees are generally paid in advance of the travel, and therefore are advances as defined above<sup>1</sup>. There are three ways that these can be paid:

- With the US Bank VISA Corporate Card (page 9) – this is the preferred way, as it reduces out of pocket expenses, and can also alleviate the need for processing extra documents.
- On a DaFIS Direct Charge<sup>2</sup> document – when paying a registration fee to the employee, use object code 0080; when paying a registration fee to a vendor or non-employee, use object code 0086.

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<sup>1</sup> For a registration fee that will have no travel related expenses, or is paid as a reimbursement after the trip, use object code 7260. Use object code 7229 or 7260 if you are a hospital or school of medicine user.

<sup>2</sup> Hospital and school of medicine users: use the Hospital Direct Charge instead of the Direct Charge document.

- Using a personal credit card - this method can be avoided if the traveler has the US Bank VISA. If a personal card has been used, the reimbursement would be processed on the DaFIS Direct Charge, as specified above.

As with all advances, the registration fee will have to be cleared as an advance and charged as an expense after the trip. For more on this process, see **Managing Advances** on page 9.

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

## Transportation

Following are some basics on the more common modes of travel. It is important that the method of transportation be approved before the trip, to ensure that the traveler does not incur costs that are disallowed. 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. When the trip dates are known, the travel should be arranged in such a way as to take advantage of the lowest available fares (e.g., 21-day advance purchase).

### 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 form 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 their 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://ucdmm.ucdavis.edu/Purchasing/ctravel.html>). 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://ucdmm.ucdavis.edu/dm3/carrent.html>).
- Request a compact or economy car.

- Decline the optional Loss Damage Waiver (LDW) insurance, since it's included in the agreement (for domestic travel only). If purchased, it will *not* be reimbursed!
- The form the traveler signs must indicate that the agreement rate is being used.
- The rates indicated on the car rental agreements website (<http://ucdmm.ucdavis.edu/dm3/carrent.html>) are the basic rates. Depending upon the city, the rates can vary from \$1 to \$25/day.

**Note:** If the car rental agency doesn't honor the agreement, and the traveler must use that particular agency, then they can be reimbursed for the LDW insurance. Just be sure to explain on the Travel Expense form (page 12) why the LDW insurance was purchased.

### Surface versus air transport

UC Davis policy is 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 (meals and lodging, parking, mileage, tolls, taxis, and ferries) may be reimbursed, but shall not exceed the total cost of air travel (a standard fare, if booked in advance, plus transportation to and from the terminals).

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

### Commercial Flights

The university has two air travel programs designed to reduce out of pocket expenses, and the associate workload: the California State Travel Agreement (YCAL) and the Central Travel System (CTS). Both of these programs provide automatic billing to your department's account (as advance object 0086), so there is no need to process a DaFIS document for payment.

- 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 at any time.
- The CTS program allows you to book travel with any airline to any destination. A CTS application (<http://accounting.ucdavis.edu/Forms/CTSApp.doc>) must be processed before this program can be used:

For a comparison of these two programs, see the table on the next page.

	YCAL – Amex BTA	Central Travel System (CTS)
<b>Description</b>	This program provides the university with State of California negotiated airfare pricing.	This program allows the university to purchase airfare and bill it to one central account.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>▪ Automatic billing decreases payment workload</li> <li>▪ Usually no seating restrictions</li> <li>▪ Not subject to advance booking, overnight, or weekend stay restrictions</li> <li>▪ Reservations may be changed or canceled for full refund with no penalty</li> </ul>	<ul style="list-style-type: none"> <li>▪ Automatic billing decreases payment workload</li> <li>▪ You can make reservations with any airline, travel agency, or website that accepts your CTS ID or Card Verification Value (CVV)</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>▪ Limited to certain city pairs, domestic and international</li> <li>▪ Must use United, Southwest, Delta, American, or America West</li> </ul>	
<b>Contact</b>	Authorized travel agency ( <a href="http://travel.ucdavis.edu/agencies.cfm">http://travel.ucdavis.edu/agencies.cfm</a> )	UCD preferred travel agency that has an authorized central billing system or search the internet (e.g., Southwest airlines website)
<b>Payment Process</b>	Charged to an active billing ID, provided to the agency at time of booking. <b>Tip:</b> Use the same billing ID for YCAL as you do for the CTS ID.	Charged to a US Bank central account. Accounts Payable recharges the department, identified by a 4-digit ID code provided at time of booking. <sup>3</sup>
<b>Fee for service</b>	\$12.50 each way	\$17.50 each way
<b>Reconciliation</b>	<ul style="list-style-type: none"> <li>▪ Travel agent sends report of transactions</li> <li>▪ Charge appears in the ledger with origin code CX</li> <li>▪ No statement from bank</li> <li>▪ Use itinerary, agent’s report and ledger to identify and reconcile charges</li> </ul>	<ul style="list-style-type: none"> <li>▪ Travel agent sends report of transactions</li> <li>▪ Charge appears in the ledger with origin code CT</li> <li>▪ Receive credit card statement</li> <li>▪ Use itinerary, agent’s report, credit card statement, and ledger to identify and reconcile charges</li> </ul>

<sup>3</sup> To change the default account that is billed, complete the Purchasing Card and CTS Modifications (PCRD) document in DaFIS. If the accounting information gets changed, be sure to also complete a Billing ID document to make sure the account associated with your billing ID is correct.

## Use of Private Planes

Some travelers will fly their own planes. In this case, the reimbursement rate will be the cheaper of the private flight or commercial flight costs. If a traveler plans to fly their own plane, the following key points must be satisfied:

- Written approval must be obtained from the department head prior to the trip
- Liability insurance requirements must be satisfied, as specified by the Risk Management department
- A copy of the pilot's log book, showing that the minimum hours requirement has been met, must be provided to Risk Management

Consult UCD Policy and Procedure Manual Section 300, part X.B.3 for more information on private planes.

## Lodging

When making lodging arrangements, consider the costs and benefits of being located near the event. 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 personal credit card or the US Bank VISA Corporate 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 traveler or the Corporate Card when the travel expenses are submitted.

## Hotel Agreements

The university has hotel agreements with several lodging establishments (<http://ucdmm.ucdavis.edu/Purchasing/htravel.html>). 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 Purchasing has when negotiating renewal rates.

## Occupancy Tax Exemption

In a limited number of California cities and counties, university employees traveling on official business are granted an exemption from the occupancy taxes imposed by California cities or counties on the rental of rooms. Travelers should identify themselves as university employees when checking in. The university is sometimes exempt from paying occupancy tax. A tax exemption form, along with a list of places where the university is exempt can be viewed at <http://www.ucop.edu/matmgt/ppp/mmtaxex.html>.

## 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.

## US BANK VISA CORPORATE CARD

The corporate card program (<http://travel.ucdavis.edu/corpcard.cfm>) was established to reduce out-of-pocket reimbursable travel and entertainment expenses, and the associate workload. US Bank VISA issues the card to academic and staff employees of the university. Some key points about the program:

- The card is a VISA product and is accepted worldwide.
- 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 cardholder is responsible for all charges on their card, and should protect the card as they would their personal credit cards.
- No one should be using others' credit cards or credit card numbers.
- Unless the cardholder has group leader status (see page 11), they should not pay for other travelers' expenses on their card.
- If a card is suspended, the cardholder must contact Accounts Payable (530-757-8816) to have it reinstated.

## MANAGING ADVANCES

As defined earlier, all expenses paid prior to travel are treated as advances. These include, but are not limited to: conference registration, airline ticket purchases and advance money given to the traveler.

### Creating Advances

As discussed earlier (page 4), there are two types of advances: those paid to an employee, and those paid to a non-employee. Either of these advances can be paid in several ways:

<b>Advances to an Employee</b>	<b>Advances to a Non-employee</b>
<ul style="list-style-type: none"> <li>▪ VISA Corporate Card Advances</li> <li>▪ DaFIS Direct Charge for "cash"</li> <li>▪ DaFIS Direct Charge for reimbursement of advance expenses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of airfare programs (CTS or YCAL)</li> <li>▪ DaFIS Direct Charge for expense (e.g. registration fee)</li> <li>▪ VISA Corporate Card transaction (e.g. online registration)</li> </ul>

The preferred method of paying advances is with the traveler's VISA Corporate Card. It is convenient and can reduce the workload associated with advances. There is a small fee associated with these advances, but the university has declared this fee nominal when compared to the cost of processing a Direct Charge advance. Details on creating a Direct Charge advance can be found at <http://travel.ucdavis.edu/help/advance/>.

## Tracking Advances

Once created, travel advance charges cannot be moved to another account by the department. If you need a travel advance moved to a different account, contact Accounts Payable at (530) 757-8816.

All advances fall under Object Consolidation SB55. This makes it easy to track them using Decision Support. In our example below, we ran the **Transaction Listing (2)** for account 6620001, object code 008% (to include advance object codes 0080 and 0086), and the **Document Summarization** indicator marked to **Include**. The report appears as follows:

DaFIS Decision Support >> Transaction Listing Reports >> Transaction Listing (FIS2) >> Results

Fiscal Periods:	August-2003 to October-2003	Sub-Fund:	GENFND
Account:	6620001 ACCOUNTING & FINANCIAL SVCS GENERAL FNDS	OP Fund Number:	19900
Object Code:	GENFND	Award #:	GENFND
Start Dates:	-	Award Dates:	-
Start Amount:	0.00	Award Amount:	0.00
Location:	ACCT ACCOUNTING & FINANCIAL SVCS	Prin. Inv.:	ALLRE
Account Manager:	SZPOTRAT FERRARO-POTRATZ, MARIAROSA	ICR:	
Object Code:	662008	Expiration Date:	
Object Code:	008%		
Object Code:	Object Consolidation		
Object Code:	Post Date		

  

Origin Code	Doc Num	Doc Type	Tracking #	Transaction Description	Posted Date	Amount
<b>SB55 - TRAVEL ADVANCES</b>						
01	CT0000562	DC	0000012428	AGENT FEE 8908125045063	02-Sep-03	35.00
01	CT0000562	DC	0000012492	SOUTHWESTAIRS262762524569	02-Sep-03	180.00
01	007043387	DC	SEIBERT,J	FIRST BANK	03-Sep-03	87.15
01	007043435	DC	HEWLETT,J	FIRST BANK	03-Sep-03	87.15
01	DT0065843	FPD	0000012428	08/14/03 - AGENT FEE 8908125	04-Sep-03	35.00CR
01	DT0065907	FPD	0000012492	08/14/03 - SOUTHWESTAIRS262762	04-Sep-03	180.00CR
01	CX0000578	DC	20462	TRAVEL AGENCY SERVICES DAVIS CA	22-Sep-03	25.00
01	CX0000578	DC	20466	UNITED AIRLINES DAVIS CA	22-Sep-03	491.50
01	CX0000579	DC	20322	UNITED AIRLINES SACRAMENTO CA	22-Sep-03	273.00
01	CX0000579	DC	20323	UNITED AIRLINES SACRAMENTO CA	22-Sep-03	273.00
01	CX0000579	DC	20340	UNITED AIRLINES SACRAMENTO CA	22-Sep-03	46.00CR
01	CX0000579	DC	20341	UNITED AIRLINES SACRAMENTO CA	22-Sep-03	46.00CR
01	CX0000579	DC	20324	UNITED AIRLINES SACRAMENTO CA	22-Sep-03	273.00
01	007147339	TEV		HEWLETT, JAMES G	16-Oct-03	87.15CR

The same CTS charge appears as a Direct Charge (DC) and as a Feed Payment Distribution (FPD) document. The DC begins with CT while the FPD document begins with DT.

The agent fee may or may not appear in the same month as the airfare charge.

Amex BTA (YCAL) document numbers begin with CX and appear as document type DC.

You may occasionally see an entry on your **Transaction Listing (2)** with a description of “Restore Travel Advance Deferral”. This means there was at least one outstanding travel advance at the end of the previous fiscal year. At the end of a fiscal year, any outstanding travel advances are temporarily moved from an expenditure to an asset object code and restored in July of the new fiscal year. The logic is that, if a travel advance hasn’t been cleared, the trip hasn’t been completed yet, which means the advance shouldn’t appear as an expense.

## Clearing the Advance

After the trip, advances must be listed on the Travel Expense form and cleared on a DaFIS Travel Expense Voucher (TEV). Instructions on clearing a travel advance are available at <http://travel.ucdavis.edu/help/clradvance/>.

## GROUP LEADERS

Per policy, one traveler generally should not pay the expenses of another traveler. However, there are instances where it's not feasible for one or more travelers to pay their own expenses up front (e.g., there are students traveling). In these cases, someone could apply for Group Leader Authorization *before* the trip.

To have Group Leader Authorization is to be in charge of a group that will travel, with the authority to pay another person's travel expenses. Examples include field trips, retreats, and athletic contests.

**Note:** Group Leader authorization is not granted simply for the convenience of submitting one travel voucher for multiple travelers. There must be a valid reason why one person must pay the expenses of a group (see <http://travel.ucdavis.edu/groupleader.cfm> for more details).

## POST-TRAVEL REPORTING OF 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 quarterly report of expenditures to Accounts Payable on the Travel Expense form.

### Gathering Receipts

The following documentation must accompany any report of travel expenses:

- All *original* airline/surface transportation, hotel/lodging, and car rental receipts (an e-mailed or faxed itinerary provided by an airline or travel agency for electronically ticketed airfare is acceptable).<sup>4</sup>
- All *original* receipts for any expense greater than \$75.
- Copy of conference or seminar registration.
- Any applicable pre-approved exception letter.
- The traveler and the traveler's Department Head, or authorized delegate, must review and certify, via signature, the Travel Expense form.

A credit card statement *cannot* be used as a receipt. If original receipts are not available, the traveler must fill out a Declaration of Lost Evidence form ([http://accounting.ucdavis.edu/Forms/lost\\_receipt.doc](http://accounting.ucdavis.edu/Forms/lost_receipt.doc)) and submit it with the Travel Expense form. Receipts are not required when claiming per diem for foreign travel.

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<sup>4</sup> When only electronic receipts are available, they are acceptable as long as the name of the payee, an itemization of the goods/services purchased, the cost, the transaction date, and the form of payment are included.

## Reporting the Expenses

The reporting of travel expenses requires a paper form and a DaFIS document to be processed. The paper form (see below) details the expenses incurred, and captures the signatures required by policy (see Authorization & Approvals on page 3). The DaFIS document (covered on page 13) specifies which fund(s) are paying for the expenses. The DaFIS document is also used to clear travel advances (see Managing Advances on page 9).

Instructions on reporting travel expenses are available at <http://travel.ucdavis.edu/help/form/>.

## THE TRAVEL EXPENSE FORM

The form is available at <http://travel.ucdavis.edu/forms.cfm>. It is best to always start with a fresh form, as rates and calculations are subject to change. There are often two versions of the form, based on rate changes that often occur at the first of the calendar year.

### What you will need ...

Before completing the travel expense form, you will need to have all of the receipts, as specified above. You will also need documentation of all of the advances paid for this trip. This may take the form of a declaration from the traveler of any Corporate Card advances they took, or you may run a report in Decision Support to locate all expenses under Object Consolidation SB55. (See Managing Advances on page 9).

### What you will do ...

When you click on the form, you will see four tabs at the bottom. One is an introduction, another is the form itself, the third is an instructions page, and the last one is a checklist. Use these tabs to help you complete the form.

- At the top of the form, be sure to mark whether an advance was given, and whether reimbursement should be made to US Bank, to the traveler, or to both. If the traveler needs to be reimbursed, you'll need to come back to this section after completing the DaFIS TEV to enter the document number (the DaFIS TEV is discussed in the next section).
- List all reimbursable expenses and advances in the middle section of the form.
- Complete section 18 if the corporate VISA card was used.
- Use the Remarks section to include any justifications for unusual expenses listed on the form (if more space is needed, attach a separate sheet).
- Record advances in section 20.
- The totals automatically calculate and appear in section 22.

Attach all required backup documentation to the form. This includes receipts, as outlined on page 11, and a check payable to UC Regents, if money is due the university.

## DAFIS TRAVEL EXPENSE VOUCHER (TEV)

A DaFIS TEV is required in order to reimburse travelers and to clear travel advances. Remember that advances include most conference registrations, tickets purchased through the university's airfare programs, charges made with the VISA corporate card, and cash advances. A DaFIS TEV is not required when all reimbursement is going to the traveler's VISA Corporate Card.

### What you will need ...

Before completing the DaFIS TEV, you will need the completed and signed Travel Expense form. You will use the amounts on that form to process the TEV.

### What you will do ...

- Complete the upper section of the TEV with your departmental and reference information, including an explanation of the expenses
- Enter the expense line(s) using the appropriate object code (see below) and the account that will be paying for the travel

Object	Name
2000	In State Travel
2700	Removal and Moving Expenses
2900	Out of State Travel
2901	Foreign Travel – Canada
2902	Foreign Travel

- Enter the advance line(s) (if applicable) using the appropriate object codes: 0080 for advances paid to the employee; 0086 for advances paid to non-employees

The total at the bottom should be the amount that will be reimbursed to the employee. If a cash advance was given, and no money is due to the traveler, the balance of the TEV will be \$0. Our example shows a \$0 TEV processed to clear an advance.

**AP Travel Expense Voucher**

Document Num: 01 -000137004  
 Initiator: JOBFREE  
 Created: 10/24/2003  
 Status: P  
 Amount: 0.00  
 Description: SCOTT,BRITA

Org/Departmental Information  
 Tracking Num:  
 Ref Doc Num:

Routing  
 Notes  
 Balance  
 Entries  
 OK  
 Quit

Expense Information  
 Employee:  Yes Vendor Num: GOODDOG SCOTT,BRITA  
 Remit-To Emp:  Yes Remit-To Vendor Num: GOODDOG  
 State Resident:  SCOTT,BRITA Prepared Date: 10/24/2003 Pmt Purpose Code:  
 Remit-To: 123 Doggy Way Trip End Date: 10/23/2003 Pmt Purpose Text: SAN DIEGO  
 Group Code: 2 Payment Conditions: I certify that all expenditures incurred are  
 Non-Check:  No in accordance with 330-10. If an exception to policy is required, I  
 Attachment:  No DAVIS CA 95616 have prepared and routed as required a Request for  
 Reimbursement Exception.

COA	Account/Sub	Object/Sub	Project	Reference	Tax Cd	Amount
1	T FISACCT	2000		B. SCOTT	0	100.00
	GENFND FIST INST	RESEARCH AWARD		IN STATE TRV	N	
2	T FISACCT	0080		B. SCOTT	0	-100.00
	GENFND FIST INST	RESEARCH AWARD		ADV TRAVELER	N	
Total Amount						0.00

Once the TEV is done, give the Travel Expense Form and supporting documentation to the person who will approve the DaFIS TEV (probably the account manager). After the DaFIS TEV is approved, submit the Travel Expense Form and backup documentation to Accounts Payable.

## INTERNATIONAL TRAVEL

International travel varies somewhat from domestic travel in that:

- When using the university's car rental agreements outside of the U.S., purchase the Loss Damage Waiver (LDW) coverage; it is reimbursable in these cases.
- Foreign travel makes use of "per diem", which is the daily subsistence allowance prescribed under the Federal Travel Regulations for a travel location. The payment of per diem *does not* require supporting receipts. However, you may not also submit individual expenses when receiving per diem. Per diems are authorized for all travel outside the continental United States, and for domestic travel assignments of 30 days or more (see Exhibit A – PPM 300-10 II E).
- When figuring per diem, use a website such as <http://www.dtic.mil/perdiem/pdrates.html>. If the particular city to which you traveled is not listed, use the "other" rate.
- The method used to determine currency exchange rates depends on how you paid for the expense. If a credit card was used, then the credit card company will show the currency exchange rate on your billing statement. If you paid cash, then use a currency converter website, such as OANDA (<http://www.oanda.com>), and find the currency conversion rate for each day.

## APPENDIX – TRAVEL WEB RESOURCES

Below are some web resources you may find helpful:

- For a one-stop guide to travel, visit the Travel@UCDavis site at <http://travel.ucdavis.edu>.
- For policy and procedure specific to travel, view sections 300 and 370, at <http://www.mrak.ucdavis.edu/web-mans/ppm/welcome.htm>.
- For assistance with travel advances, including how to request and how to clear them, see <http://travel.ucdavis.edu/advance.cfm>.
- The travel pamphlet is available at <http://travel.ucdavis.edu/TravelPamphletRevA.pdf>.
- A list of Payment Group Codes and an explanation of their use is available at <http://dafis.ucdavis.edu/help/whatisit/groupcodes.cfm>.
- For general DaFIS information including frequently asked questions and DaFIS Tips and Top 5 lists, check out the DaFIS website at <http://dafis.ucdavis.edu>. If you don't find your answer there, click on the Help Request Form link at the bottom of every page, or go to <http://dafis.ucdavis.edu/gethelp.cfm>.
- For accounting term definitions, view the Accounting glossary at <http://accounting.ucdavis.edu/refs/glossary.cfm> or, for DaFIS specific terms, the DaFIS glossary at <http://dafis.ucdavis.edu/help/whatisit/glossary.cfm>.
- To practice exercises from the Travel Management or other DaFIS classes, go to <http://dafis.ucdavis.edu/exercises/index.html>.

