Travel & Expense Module Update

(Check this website periodically for new information)

T&E Training Schedule

Training will be scheduled as needed based on demand. Please contact Randy Tucker @ 426-3434, randytucker@boisestate.edu, for information on training schedules.

Travel and Expense FAQs

Abbreviations:
T&E – Travel and Expense
TA – Travel Authorization
ER – Expense Report
DVP – Direct Vendor Payment

Revised 11/12/09

What Expense Type do I use for airline baggage charges?

May I delegate another person to enter my travel into T&E?

As an Approver, may I designate another person to have electronic authority to approve travel and expense reimbursements on my behalf?

If I am going to enter travel for 10 or more people, will Travel Services assign entry approval for the traveler (employee)?

What backup documentation is required to initiate reimbursement for travel and business expense reimbursement?

What backup documentation is required for purchases made on the internet?

Do I use the T&E module to reimburse travel expenses to a candidate interviewing with the university or another non-employee?

TIPS

FAQs…

What is the Travel and Expense (T&E) module and how do I use it?

The T&E module is an automated expense reporting system that manages the workflow for authorizing travel requests and approving expense reimbursements to Boise State University *employees and students.* The system provides electronic forms that allow employees and students to input their travel and business expense reimbursements. The automated workflow delivers the electronic form to the designated approver. The status of a request can be tracked on line and notice of approval is routed to the requester's email.

The T&E module will streamline the payment process for expense reimbursement requests. T&E will be used for all personal expense reimbursements (travel-related and non-travel) to *employees and students.*

How do I log in to the T&E system?

The "Travel and Expense" link is available under the "Self Service" section of Bronco Web. Documentation for logging in can be found at this link: http://www.boisestate.edu/finad/accountspayable/pdf/T&Elogin.pdf.

What is a Travel Authorization (TA)?

A TA is an electronic form that documents the details about proposed travel and estimated costs. Each TA is specific to a planned trip with a defined location and start and end dates. A TA also serves as written permission to travel for the performance of official duties.

Important: You can submit TAs only for **future travel dates**. You cannot submit TAs for travel that has start and end dates in the past.

How far in advance should I submit a Travel Authorization (TA)?

A TA should be submitted in enough time to be approved before the travel will occur.

- Employee travel—at least two weeks prior to travel is recommended.
- Student and group travel—at least three to four weeks prior to travel is recommended.
- Cash Advance requests—at least three to four weeks prior to travel is recommended.

Where do I enter the Department ID in a Travel Authorization (TA)?

In a TA, the Department ID should be entered in the Accounting Defaults link located at the bottom left of the General Information screen. After the Department ID is entered, hit the tab key. The accounting detail will automatically populate the correct fields. If the department ID is entered at this link, that accounting detail will default for each expense line throughout the TA.

Note: If expenses will be charged to more than one department IDs it may be easier to enter the accounting information at the expense line detail.

How do I split expenses between different Department IDs?

To split an expense between different Department IDs, add the expense line detail for the expense you would like to split. On the same page, go to the Accounting Details link at the bottom of the screen. Select **Add Chart Field Line**. Enter the desired amount in the expense total, type in Department ID and hit tab.

How do I override per diem amounts in the Travel Authorization (TA)?

Per Diem amounts calculate and default automatically based on the location of the travel. The system will accept an amount that is less than the allowed per diem for a particular location, but limits the amount at the maximum per diem rate for that location. To change the amount, type in the amount of per diem requested and hit the **update** button located next to amount field. **Note: Do not hit retrieve per diem amounts key, this will default the original amount back into the travel authorization.**

What do I do if I come back from a trip and there are no further reimbursements?

Print a copy of the TA, write on it "No further reimbursements, please cancel TA." Attach documentation, and mail to T&E Services, MS 1248. Please do not create an ER. When the TA is cancelled the encumbrance is released.

What do I do if the trip was canceled?

Print a copy of the TA, write on it "Trip Canceled." Attach documentation, and mail to T&E Services, MS 1248. Please do not create an ER. When the TA is cancelled the encumbrance is released.

What is an Expense Report (ER)?

An ER is an electronic form that provides expense details **after** a business trip or purchase. ERs are processed to request reimbursement for all business-related expenses, both travel and non-travel.

Important: You can submit ERs only for **past dates**. You cannot submit ERs for future business expenses. Exceptions are direct vendor payment, early reimbursement, and cash advance requests.

Where do I enter the Department ID in an Expense Report (ER)?

In an ER, the Department ID should be entered in the Default Accounting For Report link located in between **Enter Report Information** and **Enter Expense Lines.** After the Department ID is entered, hit the tab key. This will fill in the accounting information and avoid errors when submitting the ER. If the Department ID is entered here, it will be distributed throughout the ER.

How do I override per diem amounts in an Expense Report (ER)?

When the TA is copied into the ER, the expense lines will bring over the amounts for you. To override the per diem amounts, go into the Details link at the end of the expense line. The system allows the per diem amount to be reduced, but does not allow an increase unless the times of return and departure have been extended. Enter the amount of per diem being requested and hit the **tab** key. **Note: Do not hit refresh per diem amounts key, this will default the original amount back into the TA.**

What Expense Type do I use for airline baggage charges?

The airline baggage charges should be coded as airfare. E.g., for airfare costs within the state, In-State Airfare Commercial would be used for the airfare and luggage costs.

What backup documentation is required to initiate reimbursement for travel and business expense reimbursement?

All business expense reimbursements require a complete, clear business purpose substantiated by original itemized receipts that show:

- proof of payment
- what was purchased
- name and location of vendor
- date of purchase
- list of attendees and their affiliation to the University (can be entered on the electronic form)

Receipts are not required for mileage or meals but you do need to provide personal vehicle license number for mileage reimbursement and departure and return times for per diem.

If a purchase was made for travel expense using a P-Card, keep the original on file at the Department and submit a copy of the P-Card purchase with your travel documentation.

What backup documentation is required for purchases made on the internet?

All internet purchase reimbursements require a complete, clear business purpose substantiated by an invoice or receipt that provides the following details:

- proof of payment
- what was purchased
- name and location of vendor
- date of purchase

If any of the above details are not provided on the invoice or receipt that is printed from the Web, additional documentation such as a credit card statement will be required to substantiate the reimbursement request.

How do I process an Early Reimbursement (ER)?

1. Create a Travel Authorization:
   a. On the expense line for an early reimbursement select expense type "Prepaid … via Early Reimbursement." For example, select "Prepaid Airfare via Early Reimbursement" for early reimbursement of airfare.
   b. Enter the remaining expense lines for your travel
   c. Save and submit through the approval process.
   d. Make note of TA number.

2. Create an Expense Report from "a blank report":
   a. In the reference field enter the TA number, without the zeroes. (i.e. TA33).
   b. Enter the expense information on the expense line.
   c. Select "Paid by Employee" for Payment Type.
   d. Save and submit through the approval process.

3. Submit Expense Report to Travel Services;
   a. When all approvals are complete, print the ER and sign.
   b. Print the Expense Receipt page and attach your receipts.

   Note: the employee being reimbursed is required to sign the Expense Report Summary page; however, the *approver's* signature is <u>not</u> required on the hard-copy form.

How do I process a Direct Vendor Payment (DVP)?

1. Create a Travel Authorization
   a. Include all expense detail lines (including expenses to be paid directly to vendor).
   b. Choose expense type "Prepaid… via DVP." For example, select "Prepaid Registration via DVP for registration that will be paid directly to the vendor.

      Note: Include vendor number and entire name of vendor: do not put acronym on expense detail line description.

   c. Document the Travel Authorization number and submit TA through approval process.
   d. When approval process is complete, print the TA from the browser via the print option under the TA link.
   e. Sign the TA form.
   f. Attach the invoice or registration form to the TA Summary along with Vendor Information Form, if applicable, and any specific vendor billing information to Travel Services.

May I delegate another person to enter my travel into T&E?

Yes. An employee may delegate entry authority of travel and expense requests to another person.

Log in to Bronco Web, navigate to Self Service>Travel and Expense>BSU Employee>Other Functions> Delegate Entry Authority. To add a name click $\underline{+}$ sign, type in the BSU Bronco Web **user name** of person to be delegated, and save your changes.

As an Approver, may I designate another person to have electronic authority to approve travel and expense reimbursements on my behalf?

Yes, another person may be designated to electronically approve travel and expense transactions on your behalf. Final approval authority must be designated by the appropriate authority level (President, Provost, VP, or Dean). It is important to note that while this authority may be delegated to another person, the responsibility remains with the original approver (President, Provost, VP, or Dean). In addition, the designated approver accepts responsibility to ensure a financial document or transaction is appropriate and verifies the validity of the document or transaction.

Persons delegated approval authority may neither authorize nor approve their own TAs or ERs. Workflow will route their requests to a separate approver.

To designate final approval authority, please complete the Designate T&E Approval Authority form, http://finad.boisestate.edu/images/Designate T&E ApprovalAuthority.pdf, and submit to Travel Services. Scanned images can be emailed to jnorthup@boisestate.edu or copies can be faxed to 6-4460.

To designate temporary approvers other than final approvers, send an email to Travel Services, jnorthup@boisestate.edu. The email must provide the name of the designated approver, department account information, and dates for the period of approval responsibility.

If I am going to enter travel for 10 or more people, will Travel Services assign entry approval for the traveler (employee)?

Yes. You may email Travel Services, jnorthup@boisestate.edu, a list of employees, employee ID numbers, and the name and employee ID number of the person that will be entering travel for this group of people.

Do I use the Travel and Expense (T&E) module to reimburse travel expenses to a candidate interviewing with the university or another non-employee?

No. T&E is used only for reimbursement to Boise State University *employees and current students*. You must use the Candidate Expense Form, http://finad.boisestate.edu/images/CandidateExpense.pdf, when processing payments to non-employees.

Tips

T&E System

- TAs can only be submitted with **future travel dates**. You cannot submit a TA for travel that has start and end dates in the past.
- ERs can only be submitted for **current or past dates**. You cannot submit ERs for future business expenses.
- Use the current date when submitting ERs for early reimbursement or cash advance.
- Use current date for direct vendor payment requests and submit copy of TA with vendor information and invoice to Travel Services.
- Electronic approval (all levels) should be complete before sending supporting documentation to Travel Services.
- Employee must sign the ER before sending to Travel Services for processing. Approver signatures on the ER form is optional.
- To manually enter per diem amounts, enter the amount and then tab out of the field—do not click on "Retrieve Per Diem Rates" as this will calculate the amount based on location.

continued

Tips
T&E System

- ⌦ Personal Reimbursement requests for travel and business expenses must be substantiated by the following documentation:

  Original itemized receipts that provide the following information are required to substantiate travel and business expense reimbursements:
  - date of purchase
  - name and location of vendor
  - what was purchased (list of items purchased)
  - clear business purpose and supporting documentation
    - meeting agenda
    - copy of candidate interview agenda/schedule
    - brochures, announcement, invitations, etc. for events
    - list of attendees for meals and entertainment completed on electronic form
    - copies of Pcard receipts when pcard is used to prepay travel expenses such as airline tickets, conference registration, or motel reservations
  - proof of purchase

  - ⌦ Personal reimbursement is taxable if submitted to AP greater than 60 days after the date of the expense

    The IRS requires all employee business expense reimbursement requests to be accounted for within a reasonable period of time (60 days) or the payment is considered taxable income. If travel business and entertainment expenses are not accounted for within the 60-day period, the reimbursement will be reported to Payroll, and all income tax withholding and payment of Social Security, Medicare and FUTA taxes will be applied to the total amount of the reimbursement.

- ⌦ For Direct Vendor Payments
  - the TA must be approved at all levels
  - the TA summary report must be signed by the employee
  - the original copy of the invoice is sent over with the TA.

- ⌦ Use the description field to clarify any questionable expenses (Example: purchasing apples and using expense type of educational supplies).

- ⌦ The most common problems with requests that usually result in paperwork being returned are:
  - Missing original and/or itemized receipts or invoices
  - No clear statement of business purpose
  - Lack of appropriate signatures