TRAVEL AUTHORIZATION REQUESTS/UPDATES (TREQ/TA)

- A Travel Authorization is required even if the travel will be paid by a sponsor.
- If travel is sponsored (in whole or in part), the sponsor must be identified by name in the description (F9) along with the expenses that they will cover.
    - Approved conflict of interest forms should be verified.
- Travel Dates – actual dates that the travel begins and ends (should match airline itinerary if there is one)
- Event Dates – date of business activity for the traveler (if not consecutive, please include non-business dates in the description)
    - Event dates cannot begin before or end after the travel dates. Event date is only what the traveler attended.
- If travel dates change from what was approved in the TA, a revision must be submitted prior to travel.
- Identify in the description (F9) ALL dates that will be personal days (whether or not they are Annual Leave days)
- Description/Comments should be added using F9 (not F11). If the business includes a conference and other research activities the description should include **details** of both, not simply "meeting with collaborators", etc. The title of any presentation(s) should be included, if applicable. Additionally, for international travel requests, the comments should include the purpose reflected on the International Travel Approval Form
- Travel time allowed – up to one day before and after the event for domestic travel; up to two days before and after the event for international travel
- If the traveler chooses to drive instead of fly, the comparison of cost must be in the comments.
- On a TA update – revise individual lines, do not just update the max
- On a TA update – explain ***why*** the revision is needed, not just what is being revised (which can easily be seen on the transaction)
- For Misc. Expenses – include what and why in the description (F9)
- Parking and Taxi fees – include in their individual lines, NOT in Misc Expenses. Uber and Lyft are taxis and should be included on the taxi lines.

TRAVEL CLAIMS (TCT)

- Claims on blanket TA's need to identify the specific purpose
- Note the actual meal expense in the comments if max per diem is claimed
- If lodging is not claimed for all business travel days, identify who provided the lodging and where
- If there are multiple "legs" of a trip (i.e. lodging in different locations), the legs MUST be broken out on the travel claim and should match the lodging locations.

DETERMINING PERSONAL DAYS ASSOCIATED WITH BUSINESS TRAVEL

Personal days are any days that the traveler is gone and is not engaged in the business activity for which the authorization was approved (with the exception of allowable travel days).

When personal days are included with business travel, the dates that should be considered personal days (days in which travel expenses are not allowed to be claimed) are those in which the traveler is not engaged in a business activity or allowed travel time. Any personal days that fall on a regular workday would be considered annual leave days. Additionally, for exempt employees, if the addition of personal days to a trip causes travel days to fall on a workday when they otherwise would not have, those days would also be considered annual leave days (even though travel expenses would be allowed on the travel day(s) as usual).

EXAMPLE 1:

John, an exempt employee, travels to Boston for a conference held 9/30/18 thru 10/4/18. John only plans to attend the last 3 days of the conference (10/2 thru 10/4). John plans to depart 10/1 and return 10/8, as he wants to remain in Boston on vacation for a couple days.

The travel dates are: Mon. 10/1 and Mon. 10/8

The event dates are: 10/2 thru 10/4 (***NOT 9/30 thru 10/4***)

Personal days (days which a) expenses may not be claimed and b) annual leave must be charged if it is a regular work day): 10/5, 10/6, 10/7

Additionally, expenses may be claimed for the return travel day (Mon. 10/8) and no annual leave would need to be charged for that day since the traveler would have returned on a regular workday, Friday, 10/5 if the trip had not included personal time.

EXAMPLE 2:

Sarah, an exempt employee, plans to travel to Florida for a conference held 7/9/18 thru 7/13/18. She wants to spend time on the beach before and after the conference. She leaves on 7/6 and returns on 7/16.

The travel dates are: Fri. 7/6 and Mon. 7/16

The event dates are: Mon. 7/9 thru Fri. 7/13

Personal days (days which a) expenses may not be claimed and b) annual leave must be charged if it is a regular work day): 7/7, 7/8, 7/14, 7/15

Additionally, while expenses may be claimed for the two travel days (Fri. 7/6 and Mon. 7/16), annual leave would need to be charged for both of those days since the traveler would have left and returned on non-work days (Sun. 7/8 and Sat. 7/14), if the trip had not included personal time.

POTENTIAL CONFLICT OF INTEREST

Per the Division policy on Conflict of Interest, if a third party covers all or part of travel expenses, the employee must disclose the potential conflict of interest. A statement must be included on the travel requisition that the Disclosure of Potential Conflict of Interest form was completed and approved. The travel requisition will not be approved in the system without this statement (and corresponding verification of approved form).

As soon as access has been grant to the SharePoint site , we will be enforcing this policy. If you are responsible for entering or approving TREQ transactions, you should 1) check to see that there is an approved disclosure form and 2) make sure the required language is included in the extended description. Please do not submit a TREQ without taking these steps.

Karen has added names submitted earlier to the share point site. You should be able to access the conflict of interest forms. We are working on site enhancements that would automatically notify the departmental accountants via email when forms are approved.