Travel & Entertainment: Best practices and updates

UCSanDiego
TRAVEL

By: Nancy Herbst

3/11/14

Agenda

MyTravel
MyEvents
Updates

MyTravel

Selecting the Trip Type

Type of Trip

- Individual – 1 traveler
- Group – 3 or more travelers, outbound on a trip
- Move/House-hunt/Temporary Housing – For moves and house-hunting trips
- Recruitment – Candidates coming to UCSD for interviews

Describing the Purpose

Trip

Trip Description	
Purpose of Trip	
Estimated Expenses	

Type of Trip
- Select one...
- Individual/Employee
- Individual/Student
- Individual/Other
- Group
- Move/House-hunt/Temporary Housing
- Recruitment

Dates

Origin

Have the purpose of the trip include a description that makes it clear for the traveler type. For example, why is a non-employee attending a conference?

Solid Purpose	Weak description
Individual/Other: Attend the ABC Conference as subcontractor under UCSD XYZ grant.	Attend conference
Individual/Other: Presenter at UCSD's ABC Conference	Attend conference

Describing the Purpose

HOT OFF THE PRESS: Agenda or other supporting documentation (conference brochure, invitation letter, etc.) should also be attached in support of the business purpose.

Solid Purpose		Weak description
Individual/Other:	Attend the ABC Conference as subcontractor under UCSD XYZ grant.	Attend conference
Individual/Other:	Presenter at UCSD's ABC Conference	Attend conference

Recruitment – Spouse Travel

- Spouse's travel may be reimbursed for the *final* interview only
- Special approval by the vice chancellor is required for a spouse to accompany a candidate for faculty or high-level administrative positions (including Manager and Senior Professional positions) on final interviews
- This approval may be in the form of a letter or email that is to be uploaded to MyTravel
- Children accompanying a candidate may be reimbursed but will be treated as taxable (VC approval required)

Medical Certifications

- UCSD is committed to providing services to assist faculty or staff members who become unable to perform assigned duties of their position because of a disability
- Medical certification is valid for one year
- The medical certification should not include the medical diagnosis of the traveler
- Should include the type of accommodation to be made
- Travel assumes that the department and the traveler have undergone the job accommodation interactive process and the requested travel accommodations have been determined to be reasonable

Expenses – Lost Receipts

- Describe the steps the department/traveler have done to try to get duplicate receipt(s) from vendor(s)

- What will the traveler/department do to avoid it from happening in the future

- Redact credit card statements to remove account numbers, home addresses, and personal purchases

Stay away from those "package" deals!

Expenses – "Most Economical"

Private cars

- The purpose for a private car (limo) needs to address why other, more economical options, were not used
  - Car rental
  - Shuttle service
- If used for a full day(s), provide an agenda reflecting the traveler's schedule and need for such transportation
- Transportation to and from a meal is included in the meal cost ($71 cap for travel and per person maximum in MyEvents)

Expenses – "Most Economical"

Early Bird Check-Ins

- Needs to have a business purpose
  - Not being around a computer at the 24-hour mark does not qualify
  - Example: There are 30-minutes between flights and a need to debark a plane quickly to catch connecting flight
- Medical certifications may not qualify for early bird check-ins when the airline will accommodate pre-boarding needs
  - Height/size does not qualify for the need for special seat assignment (personal preference) unless there is a medical condition and certification.
- Seat assignment fees are treated as early bird check-ins

Expenses – "Most Economical"

Using Private Vehicle instead of most economical options (flight)

- Total cost of surface transportation cannot exceed the equivalent lowest cost airfare plus local transportation to and from terminals. Total cost of surface transportation may include:
  - Meal or lodging, if a minimum of 300 miles per day are traveled by the most direct route
  - Parking, tolls, taxis and/or ferries

Expenses – "Most Economical"

Comparable Flights

- Needs to be obtained at the time the original option chosen
- Should include several examples
  - Example: Claim that it is cheaper to fly into LAX and use a private car to San Diego instead of flying into San Diego.
  - Example: Decision to drive to San Francisco instead of flying
- Cannot be a "fully refundable" ticket

Expenses — "Most Economical"

Long-Term Parking

- Travelers should seek out the longer-term parking accommodations at airports or common carriers when travel is expected to exceed twenty-four hours

Expenses – Conferences

- Use MyTravel for local conferences

- Travel Card to be used for conferences

  - Prepayments available if the traveler does not hold a travel card

- An expense for lodging within the vicinity of your home or headquarters is generally *not eligible* for reimbursement unless an early start time is combined with a distance greater than 40 miles

- IRS Taxable Fringe Benefit Guide specifically excludes meals unless the traveler is away from his or her home overnight as supported by a lodging receipt

Expenses – Miscellaneous

Laundering

- Only available if trip *exceeds* six days

Currency Converters

- Attached with receipts
- Converted as of the day of purchase

Approval Considerations

Benefits to UC San Diego	Ensure that the anticipated benefits outweigh the costs. You might explore alternatives that would be equally effective in accomplishing the desired objectives. (*I.e., private car service versus car rental.*)
Tax issues	• The expenses are lavish or extravagant for the type of travel. • The travel is not directly related to the employee's job or otherwise qualifies as a UC San Diego business expense.
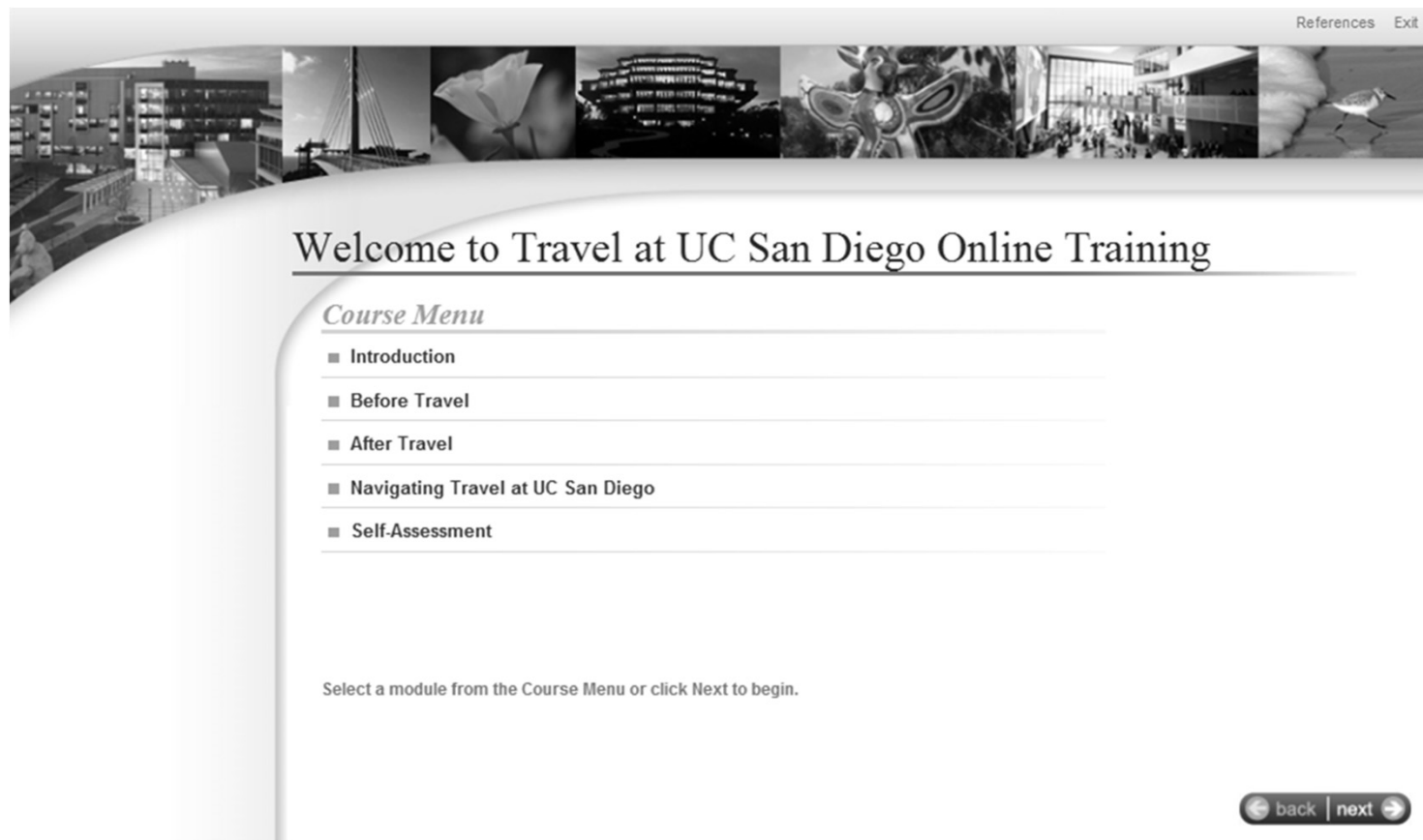
This is why the "purpose" description is so important and why there has been some "refining" of procedures for visiting scholars and students.

MyTravel – Training Modules

New Travel online module coming soon!

MyEvents

The Event Type

Step 1: Event Type

1 — Event Type
2 — Event Information
3 — Guests
4 — Payment
5 — Accounting
6 — Approvals
7 — Review & Submit

Event Type

What is the nature of this Event?

Please select the business nature for the event from one of the seven types.

Clicking on the nature of an event will automatically move you onto the next screen.

Click the "See categories" link to help you determine if the Event Type you are considering is the best choice.

- ○ HOSTING Guests, Functions, See categories
- ○ MEETING Employees, others. On UCSD Premises, See categories
- ○ CELEBRATING Employee Appreciation, Morale, See categories
- ○ ATTENDING Community Events, Fundraising, See categories
- ○ EXTENDING Hospitality, See categories
- ○ PROVIDING Work, Program Related Meals, See categories
- ○ SPONSORING Student Events, Occasions, See categories

Previous Save and Exit [Next]

The Event Type

Event Type	Examples
MEETING Employees, others. On UCSD Premises • Administrative, planning, workgroups • Planning, mentoring, workgroups (Faculty, Staff, UCSD students) • Formal training sessions • Professional association, scholarly society, external organization • UC-wide meetings, Academic Senate, Regents *Meal over the CPP requires special entertainment approval*	Grant project discussions Lab meeting Research collaboration within UCSD Mtg space like hotel conference room can be meeting
HOSTING Guests, Functions • Donor, donor cultivation • Prospective academic or administrative appointee • Reception by invitation • Recruiting graduate student, student athlete, scholar • Visitor, official guest (person or organization) *Spouse/partner participation or over CPP requires special entertainment approval*	Dinner to discuss donor prospects Dinner to discuss research and seminar Recruitment lunch Dinner with research group following a lecture Research collaboration with others outside of the University UCSD employees gathering off-site (at a restaurant or private residence)
CELEBRATING Employee Appreciation, Morale • Appreciation, recognition, length of service • Employee morale group event, holiday party, picnic • Retirement, farewell *All require special entertainment approval*	Welcome celebration to introduce new faculty member to support staff Lunch celebration of recruitment project completion Department holiday celebration

The Event Type

Event Type	Examples
ATTENDING Community Events, Fundraising • Fundraising events (including purchase of tables) • Tickets to sporting, theatrical, musical event	Tickets to IMAX encourage std part in science & tech program *SD Business Journal* Women Who Mean Business Golf
EXTENDING Hospitality • Open house • Reception, open invitation to general public community • Visitor *Spouse/partner participation or over the CPP requires special entertainment approval*	Opening reception for an exhibition Department open house Library book club meeting La Jolla Del Sol apartments extending for community building events
PROVIDING Work, Program Related Meals • Employee on-the-job meals (no part list required) • Grand rounds (Medical Center) (no part list required) • Volunteers and research subjects (no part list required)	Educational conference Lunch provisions for research subjects Journal Club ***NOT for a meeting that is held during the lunch hour***
SPONSORING Student Events, Occasions • Athletic team, training, game related (at home, no travel) • Continuing education, self-supporting programs • Gatherings, awards banquets, or meeting stds (only) (no part list required) • Orientation, commencement (no part list required) • Speaker – Student (637592)	Gathering for graduate students Quarterly social event/social hour Graduate students taking speaker out to discuss seminar. Tickets for zoo, boat excursions, field trip related activities for students remain on sponsoring, not attending.

Watch those frequencies

UCSD does not pay or reimburse frequent or routine expenditures for meals or light refreshments for employees as they're considered taxable income by the IRS

- For meetings and entertainment events, limit:
  - Meals to once per month, per group
  - Light refreshments to twice per month, per group

While MyEvents asks the "frequency" question only for Meeting types, the limitations *also* apply to Hosted events.

The Business Purpose

Step 2: Event Information

1 Event Type 2 Event Information 3 Guests 4 Payment 5 Accounting 6 Approvals 7 Review & Submit

Event Information

Event Date 10/20/2013

Event Location
*If on campus: Name of building; If off campus:
Name of venue*
Bella Vista

Event Description
*Please describe what took place and add any extra
information you might want to include. If this is one
of multiple payments for a single event, other than
a deposit and final payment, please include a
reference to the other(s).*
Department holiday party. This is one of three MyEvents. See also GAO0000321, GAO0000322, and GAA0000323. Attached is a budget of the anticipated cost for the event with the per-person cost expected at ~$45.

Business Purpose for Celebrating
○ Appreciation, recognition, length of service
◉ Employee morale group event, holiday party, picnic
○ Retirement, farewell

If more than one MyEvent is being processed for a single event, be sure to cross-reference the other event number(s).

When multiple MyEvents are required, also attach a 'general' budget so approvers can reasonably determine the anticipated per-person meal expense.

Please be careful with those acronyms!

The Business Purpose

Solid event description	Weak event description
Monthly fund manager meeting to discuss actuals against budget and year-end forecasting.	Monthly fund manager meeting
Hosted dinner with guest speaker to discuss student feedback and industry trends focused on the course. Or Hosted dinner with guest speaker prior to presentation to discuss logistics. Or Hosted dinner with guest speaker to discuss participant feedback to presentation.	Hosted dinner with guest speaker
Monthly Coleman lab meeting to discuss research findings from X and Y projects and to review Smith's presentation.	Monthly Coleman lab

Agenda may be attached to document business purpose

The Business Purpose

Spouses in attendance

- Donor activities

- Recruiting – *if* the spouse of the candidate is in attendance

- When the spouse works at UCSD
  - Role is considered "employee" when attendance is that of an employee

Exceeding the Per-Person Maximum Cost

- The request must document the circumstances which were unavoidable or necessary to accomplish the University business purpose

Describing the Participants

Step 3: Guests

Participant Information

Is this a deposit? ○ Yes ● No

If this is a deposit then you will not be required to enter a participant count or a participant list until the final payment is made.

How many participants for this event? 2

Participant List

ⓘ A participant list is required including participant names, titles, and occupation or business association. This is required to establish UCSD's business relationship for the participant.

Participant List
Sali Coleman -Entertainment Specialist, UCSD
La Shon Smith - Entertainment Specialist, UCSD

Or

Participant List Attachment [Browse...]
You can attach a PDF, Word, Excel, or text file. If you are unable to attach, the alternative is to use a fax option and allow time for UCSD Travel to attach for you. Access fax instructions.

Does the participant list also include a spouse, partner, or family member for whom UCSD is paying for their expense? ○ Yes ● No

For multiple participants, you can upload a sign-in sheet, Excel file, etc.

REMINDER: Be sure to include the title and company affiliation.

Ex: Nancy Herbst, Travel Manager, UCSD

Research subjects can include first name and last initial

Ex: Nancy H, Research Subject

Checking the Status

Filter Results

Document Reference Number	SUR0001025		
IFIS Document Id			
Event Date Range		to	
Last Updated Range	01/01/2013	to	01/16/2014
Preparer Id			
Event Type	All		
Business Purpose	All		
Order by	● Document Reference Number	○ Date	

Reset Filter   Apply Filter

Recent enhancements include
- Last Updated Range
- Preparer ID

The system no longer changes the date of the event to today's date when restarted.

Status	Date	Description	IFIS Doc Id	Actions			Preparer
Pending Approval by UCSD Travel and Entertainment Team	05/25/2012	SUR0001025, Hosting, Visitor, official guest (person or organization) Faculty lunch to host visiting guest lecturer Dr. Sorteberg		View Attach	Restart	Delete	Lourdes Colon

If corrections need to be made, the Restart option is the only way to make the edit.

Department Approval Considerations

Benefits to UC San Diego	Ensure that the anticipated benefits outweigh the costs. You might explore alternatives that would be equally effective in accomplishing the desired objectives. (*I.e., choice of restaurant.*)
Frequency of occurrence	Check how often the event takes place in relation to the nature of the event. If it's on a routine basis, it generally cannot be considered entertainment and is not eligible for reimbursement. This is regardless of whether the event is held on campus (meeting) or at a restaurant (hosting).
Appropriate amounts	Expenses should not exceed the <u>per-person maximum</u> for the meal type. The maximum includes tax and tip but not facility or room rental fees, which can be claimed as an additional expense. If expenses exceed the per-person maximum: It is considered <u>special entertainment</u>. • When the PPC exceeds the maximum, provide a written justification as to why higher costs were unavoidable and necessary to achieve the UC San Diego business purpose of the entertainment. • While the per-person maximum may be exceeded on occasion, it might trigger a taxable event for both the host and the guests depending on the circumstances and frequency. See tax issues listed below.

Department Approval Considerations

Tax issues

- The IRS considers entertainment expenses as reportable income to the host under the following circumstances: Expenses are not substantiated with receipts (if for $75 or greater, or special entertainment in any amount).
- The expenses are lavish or extravagant for the type of function.
- The entertainment or travel is not directly related to the employee's job or otherwise qualifies as a UC San Diego business expense.
- The official host (or other designated employee) is not present when the activity takes place.

This is why the "purpose" is so important and why there has been some "refining" of procedures for participant information, frequency issues, business purposes when the per person maximum is exceeded, etc.

Travel Team Review & Request for Information

The required response is outlined below (please do not send an e-mail reply to this system-generated message).

Hello SALOME COLEMAN,

You are receiving this email from MyApprovals because SALOME COLEMAN asked you to see the comments below and respond in order to complete the post-transaction review.

This is the link to the image of the document:

https://act-qa.ucsd.edu/myapprovals/review?DID=4-1901378235574050&testreviewer=salicole@ucsd.edu

You must click on the link to reply with requested info. Myapprovals-admin is not a valid email

*** Comments from SALOME COLEMAN to SALOME COLEMAN: ***

Please reply with titles for guest list along with specific topic/agenda for 9/2 meeting. Thanks!

Travel Team Review & Request for Information

MyApprovals Document Review

SALOME COLEMAN has asked that you review this document.
Scroll down to view the document detail.
Please answer the following questions.
Press the 'Submit' button when you are finished.

Comments from SALOME COLEMAN

Please reply with titles for guest list along with specific topic/agenda for 9/2 meeting. Thanks!

Questions to Answer

Please answer the following questions:

Incomplete event description

> Budget meeting to discuss and prepare for FY13-14
> La Shon Smith, Ent Spec -Travel
> Sali Coleman, Ent Spec -Travel

Additional Comments

Enter additional comments:

> Thank you!

Click here to view the MyEvents audit history

[Submit]

Special Considerations

Hosting at a private residence

- Contact Diana Olson, General Liability Manager

- Consider the amount of personal risk the host will need to accept

- Invitation needs to reflect that UCSD is hosting the event

Special Considerations

Attending community events and fundraisers

- Receipt must breakout the "meal" from the "donation"
- If the individual pays directly, then s/he can only be reimbursed the amount of the "meal"
- If paying by Travel Card, the payment must be sent with the transmittal memo and the receipt should reflect UCSD as the payee
  - Reimbursements to the Travel Card through MyTravel must include the transmittal letter and receipt (if available)
- If paying by check, the transmittal letter must be uploaded in MyEvents

Special Considerations

Receipts

- Expenses of $75 or more must be supported by 'original' itemized receipt

- If the expense being claimed exceeds $75 but is comprised of two receipts, each less than $75, the receipts are required

- Lost receipts need to include a description of what steps the host/department did to obtain a duplicate receipt and what is being done to avoid future lost receipts

- If a credit card statement is being submitted when the receipt is lost, redact the credit card number, home address, and personal purchases

Updates

Updates – MyEvents and the Travel Card

Step 4: Payment

1 — Event Type
2 — Event Information
3 — Guests
4 — Payment
5 — Accounting
6 — Approvals
7 — Review & Submit

Payment Information

ⓘ Payment type is direct payment to UCSD Travel Card.
- Payment will be made to US Bank for UCSD Travel Card owner chosen as the payee.
- **Payee must have an active UCSD Travel Card**

Payment Type ○ Reimbursement to meeting coordinator
○ Payment to service provider or vendor
◉ Direct payment to UCSD Travel Card

Payee Search 🔍 WOHLRAB-HERBST, NANCY L

Payee ID 00441305P

Payee Address Type QB

Ledger Reference GAO0000901
This will display in the operating ledger as the document reference. You may override the default and add your own reference code. max 10 characters

In operation since November. No more paper claims!

Updates – Catering Contracts

Don't forget that catering vendors must have a contract signed by Procurement and Contracts prior to the event and prior to submitting them through MyEvents for payment/ deposit.

Updates – Mileage reimbursement rates

	2013	2014
Mileage, general	56.5¢	56¢
Mileage for moves	24¢	23.5¢

MyTravel will automatically apply the new rates based on trip start date. Accordingly, mileage reimbursements that cover multiple years should be broken out into separate MyTravel claims.

The Mileage Reimbursement Rates page and Sample Mileage Log in Blink has been updated to reflect the decreases with separate worksheets for each year.

Updates – UCSD Sponsored Conferences

How to Pay Expenses When Offering a UC San Diego-Sponsored Conference

- Consider using a Travel Event Planner (TEP) card. UC San Diego's TEP card is a Visa card issued by U.S. Bank to employees who coordinate non-employee group travel, conferences, or activities for UC San Diego. Visit Travel Event Planner (TEP) Card Overview.

- For UC San Diego-sponsored conferences *where attendees pay a registration fee to UC San Diego*, follow the payment authorization instructions for online Payment Authorization.

- For UC San Diego-sponsored conferences *where attendees do not pay a registration fee*, use MyMeetings and Hosted Events (MyEvents) to request a payment or reimbursement for catering and room rentals.

Updates — UCSD Employee Retreats

How to Pay for a UC San Diego-Sponsored Retreat for Employees

If you have received authorization, use these step-by-step instructions to issue payment when organizing a UC San Diego-sponsored retreat.

Employee retreats differ from a meeting or hosted event in that they include some type of activity designed to improve teamwork, morale, overall functioning of a team or department at UC San Diego.

- For UC San Diego-sponsored retreats, follow the <u>payment authorization instructions</u> for online <u>Payment Authorization</u>.

Updates – Ability to add data and attachments prior the end-date of a trip

Preparers can now add data and attachments to a trip in MyTravel prior to final reconciliation. For example, information on the cost of a conference registration can be entered and the receipt uploaded at the time the expense is incurred instead of waiting until the trip has been completed.

Updates – We're paperless!

MyEvents

Payments to the Travel Card

MyTravel

Trips over one year – 100% audit and routed for Director's approval

Travelers without direct deposit are encouraged to set up direct deposit

Staying current on travel and entertainment policies and procedures…

Approval Hierarchies

Standard and Special Entertainment
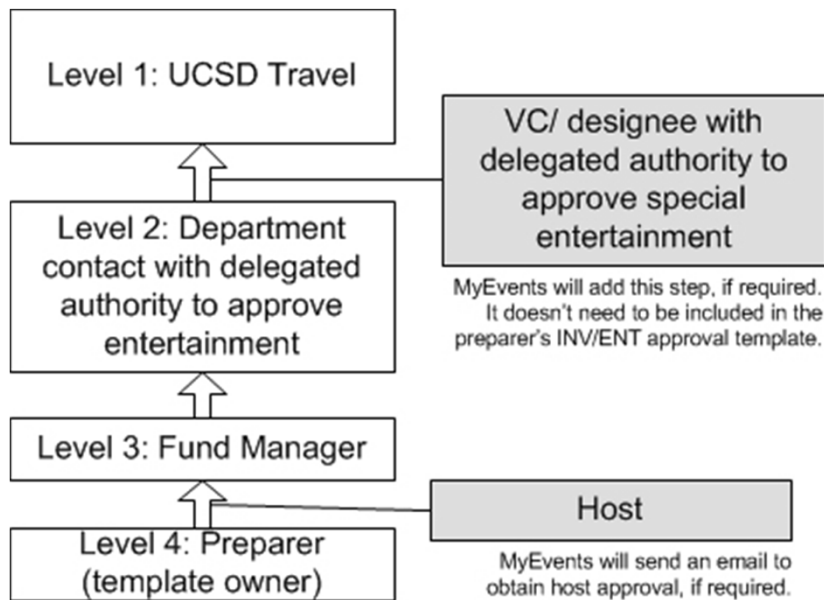
Meetings and Programmatic Events
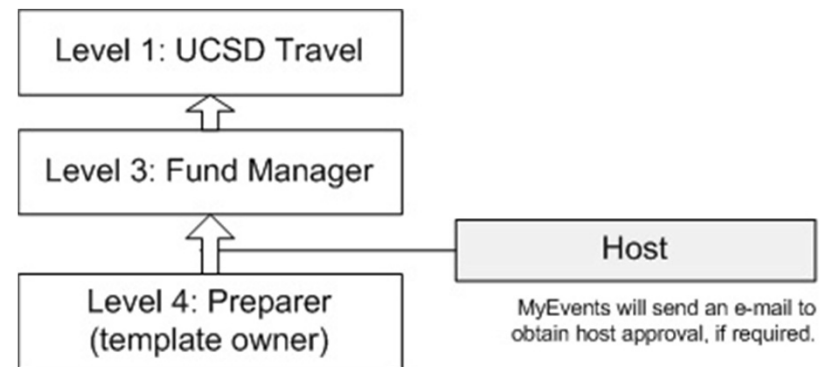
Approval Hierarchies

INV / ENT (E**) Templates

Level	Approval ID		
0001	GAOLWS	Smith, Lashon W.	
	ALT APRVL:	GAOGAT GAOKEC	Tuey-Woo, Gloria Coleman, Kimberly
002	ABCJGW	Washington, George	
	ALT APRVL:	ABCJJXB ABCJJR	Blair, John Rutledge, John J.
003	ABCMAP	Poppins, Mary A.	
	ALT APRVL:	ABCGAB	Banks, George A.
004	ABCWD	Brady, Carol	

Sending for Review

MyMeetings & Hosted Events Summary				
Status	**Document Reference Number**	**Assigned To**	**Event Nature**	**Business Purpose**
○ Approve ◉ Hold for Approval	REG0000143	SMITH, LASHON W. ▾	Meeting	Formal training sessions
		-		

[Add Comment] [Update Status] [Assign Approval] [Send for Review]

🏠 Return to MyMeetings & Hosted Events List

Sending for Review

Status	Document Reference Number	Assigned To	Event Nature	Busines Purpose
Hold for Approval	REG0000143	SMITH, LASHON W.	Meeting	

Comment

Enter a comment/instruction to the reviewer:

Choose A Reviewer

Who do you want to send MyEvents to for review?

Choose a name from this list to send a review request to an alternate approver: `Select Approver ▼`

OR

Employee name (Last, First): `_____` `Search` `Clear`

Choose Questions To Ask

Pulls from the list of approvers on the same approval level.

Sending for Review

Status	Document Reference Number	Assigned To	Event Nature	Busines Purpose
Hold for Approval	REG0000143	SMITH, LASHON W.	Meeting	

Comment

Enter a comment/instruction to the reviewer:

Choose A Reviewer

Who do you want to send MyEvents to for review?

Choose a name from this list to send a review request to an alternate approver:

OR

Employee name (Last, First):

Select Approver
BUCHANAN, TRACY G
COLEMAN, KIMBERLY E.
COLEMAN, SALOME
DEFREECE GIBSON, YVETTE
MADAHAR, SHAMA N.
MOON, KELSEY S.
POSNER, ROBIN M.
REED, KAREN S.
SMITH, LASHON W.

Choose Questions To Ask

Please check the questions that you wish to ask the reviewer:

☑ Do you agree that these MyEvents expenses are accurate?

Sending for Review

Choose A Reviewer

Who do you want to send MyEvents to for review?

Choose a name from this list to send a review request to an alternate approver: [Select Approver ⌄]

OR

Employee name (Last, First): [Wohlrab, Nancy ✕] [Search] [Clear]

Click on the name of the person you would like to send the review.

The review process of MyApprovals only allows a user with a valid email and user id.
The names below will only be clickable if they are valid users (with email and user id).

Return to Review

Name	Phone	Department
WOHLRAB, AARON M.		CHEMISTRY & BIOCHEMISTRY
WOHLRAB-HERBST, NANCY L	8585341309	BUSINESS AND FINANCIAL SERV.

Choose A Reviewer

Who do you want to send MyEvents to for review?

Choose a name from this list to send a review request to an alternate approver: [Select Approver ⌄]

OR

Employee name (Last, First): [WOHLRAB-HERBST, NANCY L] [Search] [Clear]
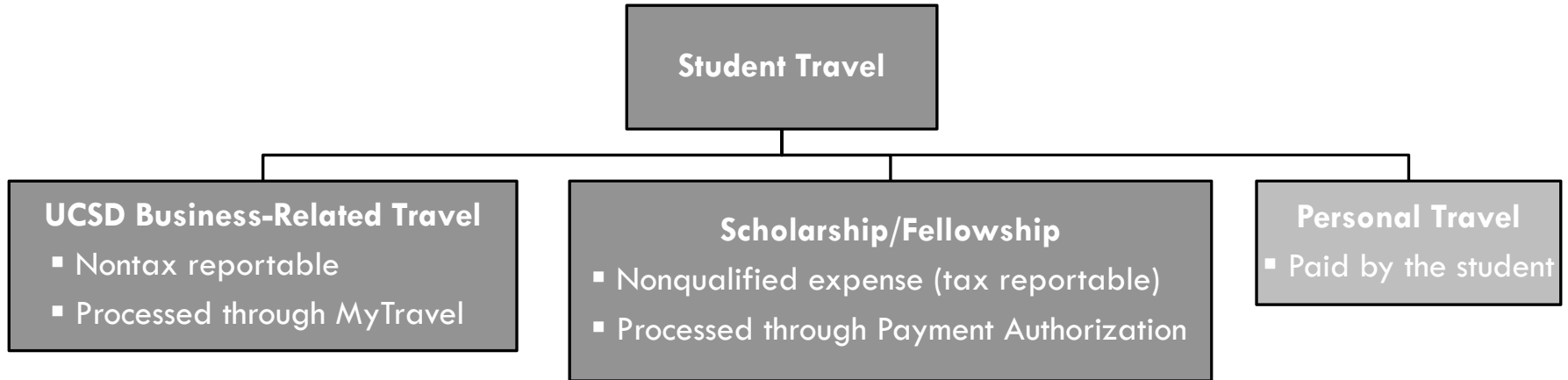
What comments may we address?

Travel for Visiting Scholars/Students

- Working with some faculty and the Office of Research Affairs to refine process

- "Tentative" plan includes an invitation letter to the visitor that sets forth the purpose for the visit, duration, expectations, and requirements

  - If it is not considered a business reimbursable, it is considered an "allowance" and may be subject to tax reporting/withholdings

- For foreign visitors, Visa type may be very important to permit certain payment types

UC San Diego Student Travel

Student Travel

UCSD Business-Related Travel
- Nontax reportable
- Processed through MyTravel

Scholarship/Fellowship
- Nonqualified expense (tax reportable)
- Processed through Payment Authorization

Personal Travel
- Paid by the student

Student Travel

UCSD Business-Related Travel

- Not tax reportable
- Processed through MyTravel

- Student travels to Hawaii to represent UC San Diego in a scholastic or athletic competition.
- Student travels to Chicago to present at a conference, where the student's name and UC San Diego is published (poster, website, brochure) as a presenter/contributor at the conference.
- Student travels to Istanbul to perform research, which happens to be the topic of her dissertation. This would qualify *if* UC San Diego would otherwise perform research on this topic, regardless of the student's research – as such, UC San Diego is considered the primary beneficiary.
- Student is in the Doctorate program for Anthropology, which requires "site work" in order to graduate.

Student Travel

Scholarship/Fellowship

- Nonqualified expense (tax reportable)
- Processed through Payment Authorization

- Student travels to Italy for research that is not research UCSD would otherwise conduct – the student's research is the primary purpose of the travel and the student is the primary beneficiary.
- Student is in the Doctorate program for Communication, which has no requirement for "site work" in order to graduate but wants to do research that requires him to travel to Italy.
- Student travels to Washington for sign language training, which will assist in communication needed for degree. This is supplemental work that the student may need to succeed, but it is not a required part of the degree.