TRAVEL

EXPENSE REPORT BASICS

GENERAL TRIP DATA

- Correspond dates and times with airfare flight times, allowing no more than 2 hours prior to departure and 1 hour upon return (plus drive time to alternate airports, if necessary).

- Destination city, state, and region code must correspond with lodging receipt for proper meal reimbursement. Refer to gsa.gov or Wikipedia to find county for unfamiliar cities in case they are considered "select" cities with higher rates.

GENERAL TRIP DATA (continued)

- Always add additional destinations and region codes when lodging in multiple cities. Be sure to complete the "reason for trip" for these locations and correspond the dates with lodging receipts. The region code for all lodging receipts should be documented correctly in the "additional information" field.

MEALS

- Do not deduct meals outside of travel times.

- Provide an agenda showing meals whenever possible.

- Deduct all meals provided by conference (unless in travel status at the time). Continental breakfasts and receptions are not considered full meals and do not have to be deducted. If a "Brunch" is provided, lunch must be deducted rather than breakfast.

EXPENSE RECEIPTS

- Airline class of fare (economy/coach class) must be written on the "description line" of the airfare receipt.

- Airline and hotel provider codes must be shown, and the code of ZZZ only used when no provider can be found. If code ZZZ is used, provide the name of the airlines or hotel on the "description line" of the receipt.

- When airfare is direct-billed through World Travel, the itinerary/receipt must be scanned and entered on the expense report as "Airfare-company paid".

- Airfare quotes must be provided when using alternate airports outside of Chattanooga, and reimbursement is limited to the lesser of: actual ticket plus mileage/shuttle to alternate airport, or, actual ticket.

EXPENSE RECEIPTS (continued)

- Baggage fees are documented as "excess baggage fees" (not "airfare penalties and fees") and receipts must be provided because these are airfare-related.

- Internet must be explained as UTC business-related and documented as "communication/internet".

- Auto rental: use Enterprise or National whenever possible, referring to the UT corporate discount code of XZ56187 (pin is "uni"). The discount may also be used for personal travel.

EXPENSE RECEIPTS (continued)

- Conference lodging requires documentation of the conference hotel rate. Traveler is limited to the conference rate at the conference hotel (or overflow hotel) based on the documentation provided. Contact World Travel (877-210-8189) if unable to secure necessary rates, whether in a conference situation or otherwise. If World Travel cannot assist you, they will send you an email which allows you to exceed the rate by documenting the lodging as "Lodging-Agency".

EXPENSE RECEIPTS (continued)

- Multiple cost centers can be entered using either percentages or absolute values with dollar amounts.

- Never enter an "exception" on an expense receipt without contacting the Travel Dept first. These require approval by VC Brown and the UT Treasurer, and should be used only in special circumstances after discussion with the Travel Dept.

- Make sure expense report submitted through workflow matches the signed expense report scanned and attached in IRIS.

CONFERENCE REGISTRATION

- T-30s and Invoices for registrations must include Vendor numbers. W-9s and Minority Status Forms are required to update current vendors when the address in IRIS is not correct or when an additional payee address needs to be added in the system. These changes should be done on the department level whenever possible, before submitting to Disbursements for payment.

- The original, **plus a copy,** of the registration form should accompany the T-30 (or invoice) in order to send one with the check to the organization.

TRAVEL TIPS/INFO/UPDATES

- **UT Treasurer's Office** for policy, forms, and updates:
  treasurer.tennessee.edu/travel/
  - Travel Video: *I Want My Travel Money Now*

- **Airline Class Codes:**

  Coach/Economy: B, E, G, H, K, L, M, N, O, Q, S, T, U, V, W, X, Y, YL
                          Note: YL applies to Southwest Airlines Only

  Business: C, D, I, J, Z

  First Class: A, F, P, R

- **Airline Provider Codes:**

  Delta – DL

  US Airways – US

  Southwest – SW

  United Airlines – UA

  American – AA

  Continental – CO

  AirTran – FL

  Allegiant - A1