Policies and Procedures for MyEvents & MyTravel

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MyEvents

The MyEvent Process

MYMEETINGS & HOSTED EVENTS

UCSanDiego
Local Impact, National Influence, Global Reach

Blink | MyMeetings & Hosted Events

MYMEETINGS & HOSTED EVENTS » WELCOME

⚠ The entertainment team is currently processing claims that came into its queue on January 9, 2015.

To ensure prompt payment please be sure to provide the detailed business purpose in the event description. Please do not use abbreviations or acronyms.

Welcome

Use MyMeetings and Hosted Events (MyEvents) to claim expenses for business entertainment, a meeting, or certain other university sponsored events:
- Reimburse an employee as a host or meeting / event coordinator
- Reimburse the Travel Card of an employee as host or meeting / event coordinator
- Issue a payment or deposit directly to a vendor / merchant

Catering an event? Avoid delays in processing your MyEvents payment by ensuring your catering contract has been signed by Procurement and Contracts or you have received a PO CN#### iRequest via Marketplace. Visit How to Engage a Caterer or Restaurant for an Event.

GET STARTED

- Create a new document

- View or edit an incomplete document
- View or edit an incomplete deposit document
- View a completed document

- Help / Getting Started
- Contact the UCSD Travel and Entertainment Team

- Admin Tools

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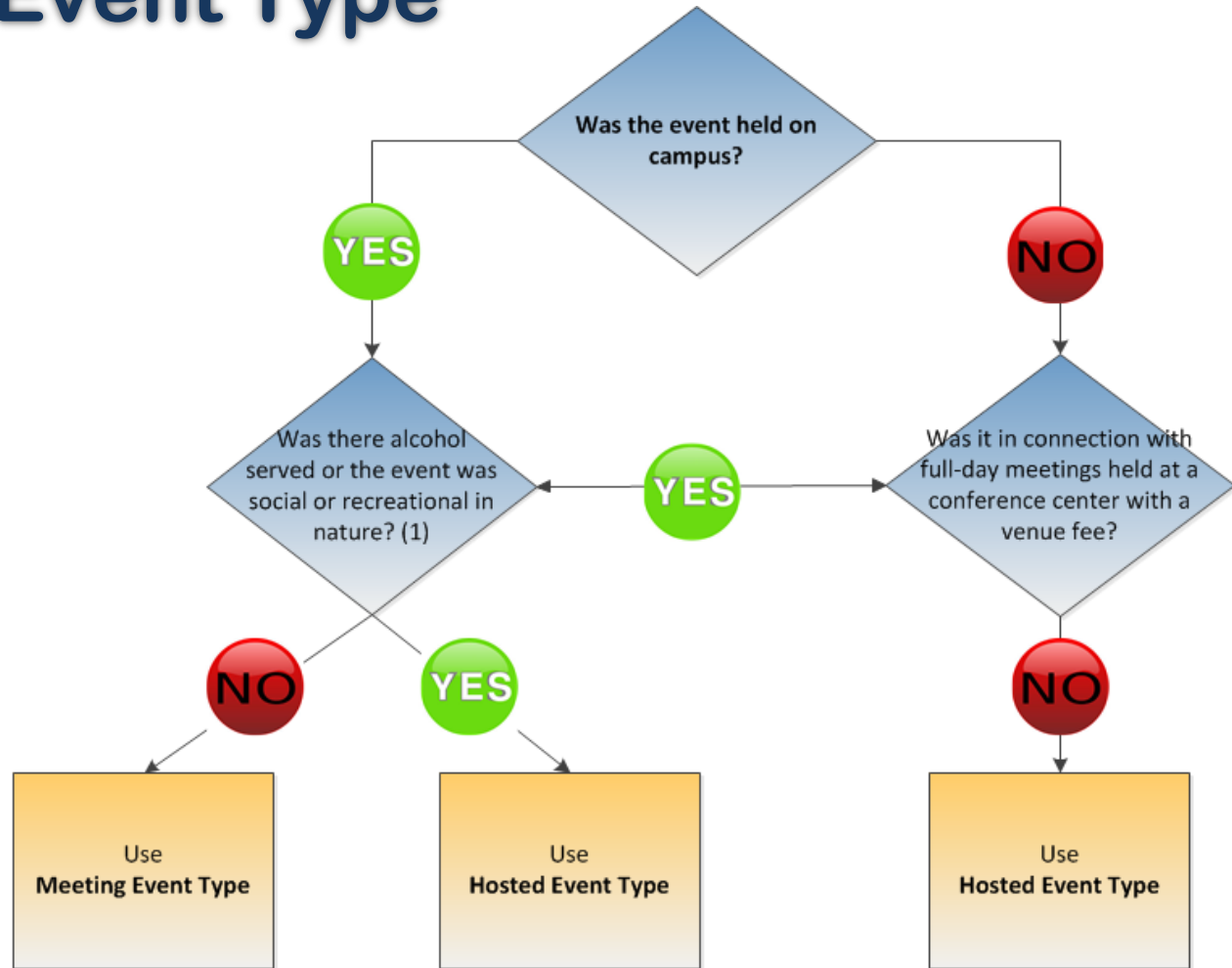*Please select the business nature for the event from one of the seven types.*

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

Event Type

Was the event held on campus?

YES

NO

Was there alcohol served or the event was social or recreational in nature? (1)

YES

Was it in connection with full-day meetings held at a conference center with a venue fee?

NO

YES

NO

Use
Meeting Event Type

Use
Hosted Event Type

Use
Hosted Event Type

(1) Social or recreational in nature events may include, for example:
   Taking an invited speaker or visitor to lunch at the Faculty Club in lieu of an honorarium
   A social hour or mixer event
   Recruitment meals with prospective graduate students and faculty/staff

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 ***(If alcohol is served, needs to be hosting)***
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) ***(Host needs to be present)***

The Event Type

Event Type	Examples
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
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

The Event Type

Event Type	Examples
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.

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

Event Description 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.
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).

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

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

What Those Frequencies

UCSD does not reimburse employees for frequent or routine expenditures for meals or light refreshments 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

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 that were unavoidable or necessary to accomplish the University business purpose

Did you Know?

What is the per person maximum for light refreshments?

$18

What is the per person maximum for breakfast?

$26

What is the per person maximum for lunch?

$45

What is the per person maximum for dinner?

$78

Per Person Meal Maximums

Remember those per-person meal maximums!
- You must provide a written justification if expenses exceed the per-person meal maximum, including reasons why the higher costs were unavoidable and necessary to achieve a business purpose.
- *If* it exceeds 200% over the limit, the event must be approved by the Chancellor.
- The per-person meal expense is for the entire event:
  - Includes pre-meal items (*e.g.,* beverages and hors d-oeuvres), meal, labor, sales tax, delivery charges, and other service fees)

Expense Amounts

ⓘ If this is one of multiple payments for meals for a single event, ensure that the allowable per-person cost is not exceeded for the total event meals expense.

Breakfast [ ]

Lunch [ ]

Dinner [$6,750.00]
Cost per person is $NaN.00.

Light Refreshments [ ]
Light refreshments are not to be entered if part of a meal. Please Include in meal expense.

Other [ ]
Examples include room rental and setup fees, media rental fees, decorations, and other non-meal expenses. Do use same account code as meal/light refreshment expense.

- Does not include room rental, setup fees, media rental fees, decorations, and other non-meal expenses (list these under "Other").

Choosing a Payment Option

MYMEETINGS & HOSTED EVENTS ▪ GUESTS

Step 4: Payment

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

Payment Information

Payment Type
- ● Reimbursement to payee
- ○ Payment to service provider or vendor
- ○ Direct payment to UCSD Travel Card

Payee Search 🔍 COLEMAN, SALOME----

Payee ID 00227684P

Payee Address Type QB

Message for payee (required) Staff meeting to review proposed FY15 Budget ✕
This will be an email for ACH
or text for a check
max 255 characters

Ledger Reference GAO0000097
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

- The system will auto populate Host's name.

- If vendor, select Business/Entity in the payee search field.

- Indicate the invoice number if paying a vendor.

Special Entertainment Extras

But remember….

Faculty and staff morale-boosting functions, such as appreciation, recognition, length of service, retirement, farewell, picnics or holiday gatherings, must serve a UC San Diego business purpose and can be approved as special entertainment if costs are:

- Limited to only the employees in attendance
- Permitted under the fund source

And the event should be….

- Cost effective
- In accordance with the proper use of public funds
- Directly associated with the conduct of official UC San Diego business
- In service of a clear UC San Diego business purpose with no personal benefit derived by either the official host or attending employees

Account Code Options

Step 5: Accounting

The Final Product

Step 7: Review & Submit

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

STEP 1: EVENT TYPE

Document Reference Number	GAO0000097
Event Type	Hosting
Business Purpose	Visitor, official guest (person or organization)

STEP 2: EVENT INFORMATION

Event Date	09/02/2013
Event Location	Sammy's Pizza
Event Status	Incomplete
Event Description	Staff Quarterly meeting to discuss new funding opportunities. Update new staff on procedures. Prepare for upcoming budget deadlines.
Host	COLEMAN, SALOME
Alcohol expense claimed?	N

STEP 3: GUESTS

Participant Count	2
Did a spouse or partner attend the event?	N
Participant file attachment	Dis NLMyEvents.docx

STEP 4: PAYMENT

Payment type	Reimbursement	
Lunch Expense Amount Cost per person is 7.50		15.00
Total Expense Amount		15.00
Payee Name	COLEMAN, SALOME---- SASANDERS@UCSD.EDU	
Payee ID	00227684P	
Payee Address Type	QA	
Message to payee	9/2/13 staff budget meeting at Sammy's	
Ledger reference	GAO0000097	
No receipt required		

STEP 5: ACCOUNTING

Distribution Amount			$15.00

Index	Fund	Account	Amount
BFSDBCG	69750A	637250	$15.00

STEP 6: APPROVALS

Approvers for this document, including the host / meeting coordinator, can log into MyApprovals to view and take action (the approval email request does not need to be resent).

Preparer		Approval Date
COLEMAN, SALOME	SALICOLE@UCSD.EDU	
Host		**Approval Date**
COLEMAN, SALOME	SALICOLE@UCSD.EDU	
Fund Manager		**Approval Date**
MCDEVITT, DAWN	DMCDEVIT@UCSD.EDU	
SMITH, LASHON W.	LWSMITH@UCSD.EDU	
Department		**Approval Date**
SMITH, LASHON W.	LWSMITH@UCSD.EDU	
MOON, KELSEY S.	KSMOON@UCSD.EDU	
UCSD Travel and Entertainment Team		**Approval Date**
COLEMAN, KIMBERLY E.	KECOLEMA@UCSD.EDU	

Approval Template INV / EN2 was used to choose the Fund Manager Approver.
Approval Template INV / EN2 was used to choose the Entertainment Approver.

🖨 Optional: Print page for your records

By clicking the "I Agree" button you are certifying that

- The expenses are for official University business
- The expenses were incurred on the date(s) indicated
- You have provided receipts for each expense $75 and greater.

Previous   I Agree

Special Considerations

Hosting at a private residence

- Consider the amount of personal risk the host will need to accept
- Invitation needs to reflect that UCSD is hosting the event
- Follow IRS policy when making payment for services to individuals such as servers or cooks.
- Remember that payment for these services is considered income to the recipient and must be reported to the IRS for tax purposes.
- Collect names and Social Security numbers of recipients of payments for personal services.
- Contact Jon Schmidt, Director of Risk Management (x43782) or by email to learn about potential risk and ways in which to minimize it.

Special Considerations

Attending community events and fundraisers

- Documentation 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

Catering

Catering Contracts

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

Updates

Updates

Travel

Before You Travel

Booking Options

Expenses & Reimbursements

Meetings & Entertainment

Moves & Transfer

Training & Guidelines

Departments

Travel

Disbursements

Procurement & Contracts

See also

Book travel

MyTravel

MyEvents

Travel

Last Updated: December 12, 2014 8:16:26 AM PST

Give feedback

Travel news

- Submit MyTravel and MyEvents claims by December 12 to have expenses included in the 2014 calendar year.
- The Travel and Entertainment Team is pleased to announce that it is offering classes via **UC Learning!** We look forward to seeing you.

Connexxus Facebook

Do you need to...

- Ask a question
- Apply for a Travel Card
- Preauthorize travel
- Book travel
- Claim travel expenses
- Claim meeting & entertaining expenses
- Subscribe to travel news

Top 10

- Receipt requirements
- Mileage rates
- Calculating per diem
- Fly America Act
- Renting a car
- Meals for domestic travel
- About MyTravel
- Business travel insurance
- MyEvents: event examples
- About Connexxus

Updates

	Current Policy	Policy effective 1/1/15
Meetings and Entertainment	If using a UC San Diego Travel Card, it is recommended that expense reimbursements be submitted within 10 days of the event to ensure timely payment to US Bank. • If personal payment was used, it is recommended that expense reimbursements be submitted within 21 days to reduce any financial burden on the employee. Expenses should be submitted within 60 days. Expenses submitted after 60 days but before six months should include an explanation as to why the event was not submitted within six months.	If using a UC San Diego Travel Card, it is recommended that expense reimbursements be submitted within 10 days of the event to ensure timely payment to US Bank. • If personal payment was used, it is recommended that expense reimbursements be submitted within 21 days to reduce any financial burden on the employee. Final reporting of expenses must be submitted via MyEvents within 45 days of the event. Final reporting of expenses submitted via MyEvents after 45 days may be treated as taxable and reported on the employee's W-2. (Employees should consult with their tax professional as to whether the expense can be deducted on their individual tax return.)

Updates

What we are doing to assist with the reduced time to submit expenses?

1. Hosts will receive a reminder email to approve the event every eight days until the event is approved. (Currently, only one email is sent to the host with no reminders.)
2. Electronic approvals will be requested simultaneously instead of sequentially (moving from host, to fund manager, to entertainment approver, etc.).

Updates

What we are doing to assist with the reduced time to submit expenses?

3. "Event Description" will be reworded with "Business Purpose" and a link providing examples of strong and weak descriptions will be provided.

Updates

What we are doing to assist with the reduced time to submit expenses?

4. Ability to track error rates by department to offer customized training.

Did you know?

We process approximately **24,000** events a year.

That's almost **500** events a week!

And our team is comprised of **2** Entertainment Specialists
- Sali Coleman
- La Shon Smith

MyTravel

THE TRIP PREAUTHORIZATION PROCESS

- From your MyTravel homepage, click on 'Create a new trip'

- Click on 'Search for Traveler' and, using the traveler ID, look up your traveler

THE TRIP PREAUTHORIZATION PROCESS

THE TRIP PREAUTHORIZATION PROCESS

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 Description

Purpose of Trip

Estimated Expenses

A business purpose should be clear to approvers familiar with the event as well as someone reviewing it who is not familiar with the event would have no questions as to the circumstances under which the travel occurred. It should be clear that it was necessary, reasonable, and primarily benefited UC San Diego.

DESCRIBING THE PURPOSE

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?

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

Can a spouse/partner's travel be reimbursed when joining a recruitee for an interview?

Yes and No

- 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)

THE TRIP PREAUTHORIZATION PROCESS

Approval Routing

- Pick an approval routing template created for you by your DSA

THE TRIP PREAUTHORIZATION PROCESS

- Hit Submit and you see a message with the trip number
- The trip is now in your dept. approver's MyApprovals queue, pending pre-authorization
- Click on 'View Audit Trail' for the trip from your homepage to see the trip's routing

THE TRIP PREAUTHORIZATION PROCESS

- After your dept. approver pre-authorizes the trip, the trip status will change to 'pending completion' and you will have a 'claim expenses' option under the Actions column

- Use this option, after the completion of the trip, to reimburse the traveler

| MADAHAR, SHAMA NIKHIL | TESTING MEETING | 08/01/2013 to 08/07/2013 | 08/28/2013 | Pending Completion
View audit trail | • View
• Create prepayment
• Claim expenses
• Attachments |

PROCESSING PREPAYMENTS

- From your MyTravel homepage, select 'Create prepayment' for your traveler's trip
- Select the payment type
- Complete all of the fields, select an approval routing template, and hit submit

Trip ▲	Traveler Name ⇕	Description ⇕	Dates ⇕	Due ⇕	Status ⇕	Actions ⇕
00867988	MADAHAR, SHAMA NIKHIL	TESTING MEETING	08/01/2013 to 08/07/2013	08/28/2013	Pending Completion View audit trail	• View • Create prepayment • Claim expenses • Attachments

PROCESSING PREPAYMENTS

ℹ All fields are required

Payment

Payment Type	Hotel Deposit ▼
Payee Id	🔍 Search for Payee
Payee Name	
Payee Address	
Amount	

Purpose of payment

ℹ Please provide a business purpose

Message to payee

ℹ Please provide the following information for hotel: Traveler's Name, Dates of Lodging: Check In Date, Check Out Date and Hotel Confirmation.

```
Traveler's Name: MADAHAR, SHAMA NIKHIL
Check In Date: 08/01/2013
Check Out Date: 08/07/2013
Hotel Confirmation:
```

Authorization details

Approval Routing	Select one... ▼

☐ I agree that the information provided is valid.

Submit

Payment

Payment Type	Choose a type... ▼
	Choose a type...
	Travel Card
	Service Fee
	Hotel Deposit
	Registration Fee
	Cash Advance

UC San Diego 9500 Gilma... 3 (85
Copyright ©2012 Regents... fornia

Payment type

- Travel Card: used to prepay your travel card
- Service Fee: used to prepay taxi, shuttle, buses
- Hotel Deposit: used to prepay hotel
- Registration Fee: used to prepay conference registration
- Cash Advance: used for meals and ground transportation only (remote locations)

PROCESSING PREPAYMENTS

What is the prepayment type you would choose for car service?

Service Fee

- Prepayment will show up under "Air" tab when reconciling.

- Include notes that the amount was for prepaid car service.

- Requires a receipt!

  - Upcoming enhancement will offer a ground option
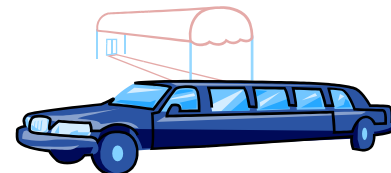
CLAIMING EXPENSES

- After the completion of the trip, click on 'claim expenses' to reimburse the traveler

- The first tab is the 'Start' tab – fill out the trip details here

CLAIMING EXPENSES - AIR

| Start | Air | Ground | Hotel | Meals | Per Diem | Registration | Other | Review and Submit |

Traveler: **MADAHAR, SHAMA NIKHIL**   Event Number: 00867988   Description: TESTING MEETING

Expense Type	UCSD Prepaid	Traveler Paid
Airfare	0.00	

ℹ️ UCSD Travel automatically pays for Airfare booked in Connexxus or charged to an employee's UCSD Travel Card . It should display as UCSD Prepaid however, slight delays are typical due to billing cycles.

Do not enter airfare as Traveler Paid if it was booked in Connexxus or charged to an employee's UCSD Travel Card. Instead, allow a few days for UCSD Travel to enter it, or contact the Travel Team.

Expense Type	UCSD Prepaid	Traveler Paid
Service Fee	0.00	
Change Fee		
Excess Baggage		
Air Subtotal	$0.00	$0.00
Less Non-Business Air		

ℹ️ If non-business Air travel occurred in conjunction with business travel, please enter the amount of non-business airfare so that it can be deducted from the Air Total.

Air Total	$0.00

Air Notes

- Do not enter any UCSD prepaid airfare amounts. They will show under 'UCSD Prepaid' and in the total of airfare

EXPENSES – "MOST ECONOMICAL"

Early Bird Check-Ins

- Needs to have a business purpose
  - o Not being around a computer at the 24-hour mark does not qualify
  - o 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
  - o 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:

  - o Meal or lodging, if a minimum of 300 miles per day are traveled by the most direct route

  - o 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

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 work restrictions

- 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

CLAIMING EXPENSES – GROUND

- Use the drop down menus to pick day and type of ground expense(s)

- If claiming mileage, enter miles towards the bottom of the page. The system will calculate the amount based on the current mileage rate

MILEAGE

	2013	2014	2015
Mileage, general	56.5¢	56¢	57.5¢
Mileage for moves	24¢	23.5¢	23¢

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 changes with separate worksheets for each year.

Remember: Each leg of the trip must include a business purpose, including, for example, topics discussed.

SAMPLE MILEAGE LOG

UCSanDiego TRAVEL

Traveler's Name:

Reporting Period[1]:

Date	From	To	Round Trip (Y/N)[2]	Total Miles	Business Purpose[3]
Sample only	9500 Gilman, La Jolla, CA	4168 Front St, San Diego, CA	Y	24	To attend weekly meeting with MSO. Topics discussed included strategic planning.

Total miles traveled: **0**

Total amount to be reimbursed:[4] **$0.00**   Calculated at the 56 cents per mile rate effective 1/1/14

I certify that the above is a true statement of the travel expenses incurred by me in the service of the University of California during the date(s) shown on the face of this claim, that all items were for the official business of the University of California, and that the vehicle used was covered by the minimum liability insurance required by university travel regulations.

Signature: _____   Date: _____

Typed Name

[1] Recommend that mileage logs be submitted on a monthly (preferred) or quarterly basis. (Consider fiscal year deadlines.)
[2] If this entry represents a round-trip entry, put the total miles of the round trip (there and back) under "total miles."
[3] Indicate the specific official business purpose served for each instance. For example, "business meeting" does not meet the requirement unless you include a brief description of the topics discussed.
[4] For current mileage rates, go to http://blink.ucsd.edu/travel/expenses-reimbursements/reporting/mileage-reimbursement/rates.html

EXPENSES – "MOST ECONOMICAL"

Private cars

- The purpose for a private car (limo) needs to address why other, more economical options, were not used
  - o Car rental
  - o Shuttle service
- If used for a full day(s), provide an agenda reflecting the traveler's schedule and need for such transportation

CLAIMING EXPENSES – HOTEL

| Start | Air | Ground | **Hotel** | Meals | Per Diem | Registration | Other | Review and Submit |

Traveler: MADAHAR, SHAMA NIKHIL   **Event Number: 00867988**   **Description: TESTING MEETING**

ⓘ Enter the full cost, including any prepaid amount. The single room rate and tax(es) can be claimed. Costs for items such as movies and other types of personal expenses are not reimbursable. To claim eligible expenses for a phone call, fax, or Internet service, please enter them on the "Other" tab.

Travel Date		Amount	
Thursday	Aug 01, 2013		AutoFill Values Down
Friday	Aug 02, 2013		
Saturday	Aug 03, 2013		
Sunday	Aug 04, 2013		
Monday	Aug 05, 2013		
Tuesday	Aug 06, 2013		
Wednesday	Aug 07, 2013		

ⓘ If non-business hotel stay has occurred in conjunction with this trip, please enter the amount so it can be subtracted from the Hotel Total.

Less Non-Business Hotel

Hotel Total $0.00

Hotel Notes

- Enter the nightly rate (incl. tax) for each day (even if the hotel was prepaid)

- Prepaid hotel amount will be reflected next to the 'hotel total' and at the 'review and submit' tab

CLAIMING EXPENSES – MEALS

| Start | Air | Ground | Hotel | **Meals** | Per Diem | Registration | Other | Review and Submit |

Traveler: MADAHAR, SHAMA NIKHIL   Event Number: 00867988   Description: TESTING MEETING

ℹ️ If some meals were charged to the Travel Card, and others paid out-of-pocket, and you would like a portion of the total paid to the Travel Card, click Applied to Travel Card. When you get to the Review and Submit tab, reduce the total to be paid to the Travel Card by the amount spent out-of-pocket.

Day
Choose a Day ▼
⊕ Add another day

Amount

Are these the *actual* meal expenses?   ◉ Yes ◉ No

ℹ️ For meals and incidentals ⧉ (such as tips), claim only the actual amount spent per day.
Do not claim:

- The maximum allowable of $71 unless you exceeded the amount or spent exactly $71 that day and will enter an explanation in the notes section below *
- Any non-business portion of meal expenses
- Any meal covered by a registration fee
- Any entertainment expense

* Claiming $71 per day for all travel conditions is incorrect use of meals and can trigger a taxable event for the traveler.

Meals Total

Meals Notes

- Use the drop down menu to pick day and enter the meals amount for that day

CLAIMING EXPENSES – MEALS

What is the maximum meals & incidental expenses (M&IE) per day?

(HINT: It was just on the previous slide. Did you see it?)

$71

CLAIMING EXPENSES – PER DIEM

- Hotel and Meals tabs are not available for such trips; use the 'Per Diem' Tab

- Click on 'Foreign Search' to pick a location

- Note: the 'number of days in this location' prepopulates with a number based on the dates and time of travel entered at the start page

CLAIMING EXPENSES – PER DIEM

Location 1

Location
🔍 Foreign Search

GREECE, Athens

	Meals	Lodging	Total
Published Government Per Diem Rate	$136.00	$200.00	
multiplied by number of days in this location	$918.00	$1,350.00	$2,268.00
Per Diem Amount ❓ 🗗	$136.00	$200.00	
Number of days in this location	6.75	6.75	
Per Diem Subtotal	$918.00	$1,350.00	$2,268.00
Extended Stay Adjustment ❓ 🗗			
check the corresponding checkbox to opt out of Extended Stay Adjustment	☐	☐	

Adjustment of Per Diem due to meals and lodging provided without charge ❓ 🗗
- Number of breakfasts
  provided without charge @ 15%
- Number of lunches
  provided without charge @ 25%
- Number of dinners
  provided without charge @ 40%
- Number of nights of lodging
  provided without charge @100%

	Meals	Lodging	Total
Location 1 Per Diem Total	$918.00	$1,350.00	$2,268.00
Location 1 Exception to Per Diem Total			

Only use if claiming more than the per diem total.
Use of exception to per diem will trigger a post audit.

	Meals	Lodging	Total
Location 1 Total	$918.00	$1,350.00	$2,268.00

Location 1 Notes

- Selecting the city and country will prefill the amounts in the per diem tab for that location
- Do not change anything if claiming 100% per diem
- *Must claim actuals if using federal funds*
- *Adjust the per diem rate for meals and/or lodging if claiming actual expenses that are less than allotted per diem*

CLAIMING EXPENSES – PER DIEM

If claiming more than per diem for lodging, what "extra" steps must you do? (Hint: There are two of them.)

1. Provide the business purpose as to why other "more economical" choices where not appropriate.

2. Attach receipts evidencing "actuals."

CLAIMING EXPENSES – REGISTRATION

| Start | Air | Ground | Hotel | Meals | Per Diem | **Registration** | Other | Review and Submit |

Traveler: MADAHAR, SHAMA NIKHIL   **Event Number: 00867988**   **Description: TESTING MEETING**

Expense Type	UCSD Prepaid	Traveler Paid
Registration	0.00	
Training	0.00	

ℹ️ If optional, non-business fees, or special event costs were included in the prepayment, please enter the amount below. This amount will be subtracted from the total registration fee.

Less Non-Business Registration

Were meals included in the Registration amount?   ○ Yes ○ No

Registration Total $0.00

Registration Notes

- Answer 'Yes' if you have registration expense to claim or 'No' to move to the next tab
- Do not enter any UCSD prepaid registration amounts. They will show under 'UCSD Prepaid' and in the total of registration

CLAIMING EXPENSES – MEALS

If attending a local conference, can you claim meals?

No. Meal costs can be claimed only for travel longer than 24 hours and that required lodging.

LOCAL CONFERENCES

Use MyTravel for local conferences

- Travel Card to be used for conferences
  - o 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

CLAIMING EXPENSES – OTHER

- Use this tab to claim other expenses such as internet access, ATM fees, visa fees, etc.

MISCELLANEOUS

Laundering

- Only available if trip exceeds six days

Currency Converters

- Attached with receipts
- Converted as of the day of purchase (ideal)

CLAIMING EXPENSES – REVIEW & SUBMIT

| Start | Air | Ground | Hotel | Meals | Per Diem | Registration | Other | Review and Submit |

Summary and Distribution → Receipts / Attachments → Submit

Traveler: **MADAHAR, SHAMA NIKHIL**   Event Number: **00867988**   Description: **TESTING MEETING**

Travel Information

| Date and Time | Aug 1, 2013 6:00 AM |
| | Aug 7, 2013 10:00 PM |

| Travel Contact | MADAHAR, SHAMA N. |

Summary

Air	$0.00
Ground	$0.00
Hotel	$0.00
Meals	$0.00
Registration	$0.00
Other	$0.00

Totals

Total to be Distributed	$0.00
Less Prepayments	
Less Advances	

Amount applied to Travel Card is zero because Traveler does not have a Travel Card.
| Less Amount to pay traveler's UCSD Travel Card | $0.00 |

Amount to be Paid to the Traveler	$0.00
or	
Amount Due from the Traveler	-$0.00

Reimbursement by Non UCSD Source
Please enter any reimbursement from a Non-UCSD Source for this event for memo purpose only.
Any amounts collected must be deposited to the appropriate index.
Reimbursement by Non UCSD Source [   ]

Pre-Authorization Accounting Distribution

| Index | Account | Amount |
| BFSDBCG | 652010 In State Conferences | $100.00 |

ℹ Index and account information defaults from preauthorization data. You may add or change data here; however, for successful use of MyTravel the account code(s) ⊙ must be appropriate for the expenses.

Actual Accounting Distribution

Index	Account	Amount
BFSDBCG	652010 In State Conferences ▾	$0.00
	Select an Account Number ▾	

⊕ Add another accounting distribution line

| Total | $0.00 |

Summary Notes
[   ]

- This is the total of all the expenses for this trip

- Any prepayments and/or advances for the trip will be deducted here

- List the amount to be paid directly to the traveler's travel card here

- This is the reimbursement amount to the traveler

- Ensure the index(es) and amounts match the total amount for this trip

- Use Summary notes for any explanation or additional information about the trip

CLAIMING EXPENSES – REVIEW & SUBMIT

Need to see any prepayments or their status?

Active trips

Show [25 ▾] entries   Filter: [   ]

Trip ▲	Traveler Name ⇕	Description ⇕	Dates ⇕	Due ⇕	Status ⇕	Actions ⇕
00902164	WOHLRAB-HERBST, NANCY L	GBTA CONVENTION 2014	07/26/2014 to 07/30/2014	08/20/2014	Pending Completion View audit trail	• View • Create prepayment • Claim expenses • Attachments

Payments

Document T0902164	Type Travel Card	Amount $995.00	Payee US BANK	Status Completed	Actions View Authorization View Document Text View Check Text

CLAIMING EXPENSES – REVIEW & SUBMIT

- Click on 'Add an attachment'
- Use 'Receipts Attachment' type for all required receipts
- Use 'Wire Request Form' type when attaching a wire form for reimbursement

CLAIMING EXPENSES – REVIEW & SUBMIT

You're responsible for securing personal information (PI). Do not include PI, including home address and phone numbers, credit card numbers, medical conditions, social security numbers, birth dates, etc.

Add an attachment

Type   Choose one... ▾

Attachment   [_____] Browse...

Description   [_____]

Cancel   Add attachment

NEED A RECEIPT?

- Argh! The system is telling me that I cannot submit because there are receipts missing – BUT THEY ARE ATTACHED!

Make sure at least one of your attachments are identified as a "receipt" and not just a "trip" attachment.

WHAT TO DO IF THERE IS A LOST RECEIPT?

- Describe the steps the department/traveler has 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!

CLAIMING EXPENSES – REVIEW & SUBMIT

| Start | Air | Ground | Hotel | Meals | Per Diem | Registration | Other | Review and Submit |

Summary and Distribution ➜ **Receipts / Attachments** ➜ **Submit**

Please click the "I Agree" button at the bottom of this page. This represents your certification. The document will then be routed to your departmental travel approval authority.

Traveler:	MADAHAR, SHAMA NIKHIL (00422091P)		
Event Number:	00867988	Event Description:	TESTING MEETING
Start Date:	Aug 1, 2013 6:00 AM	End Date:	Aug 7, 2013 10:00 PM
Trip Type:	Individual		

For questions regarding this travel please contact: MADAHAR, SHAMA N.

Business Purpose / General Event Notes
Prepared By: MADAHAR, SHAMA NIKHIL Phone Extension: 858-534-0798 Email: smadahar@ucsd.edu Purpose of the Trip:
Testing Meeting for UCSD

Totals
Total to be Distributed
Amount Due from the Traveler

PreAuthorization Accounting Distribution

	Index	Account	Amount
	BFSDBCG	652010	100.00
PreAuthorization Accounting Total			100.00

Actual Accounting Distribution

	Index	Account	Amount
	BFSDBCG	652010	
Actual Accounting Total			

Required Receipts
No receipts required for this event

Attachments
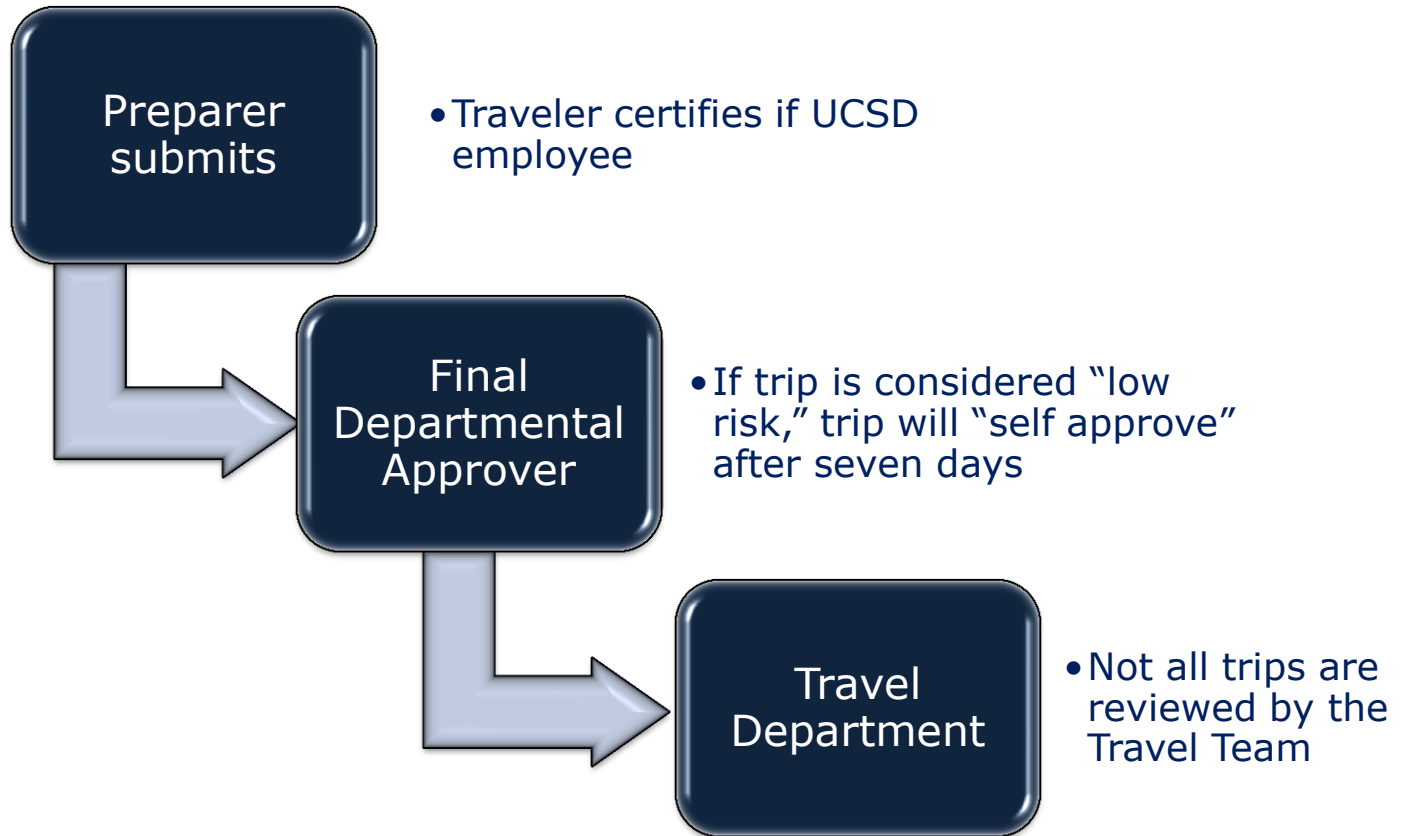No attachments exist for this event

Approvals
Traveler has not yet approved this MyTravel document
Department has not yet approved this MyTravel document

By clicking the "I Agree" button, I am certifying that:
- This is an accurate report of travel expenses incurred to accomplish official University business on the dates indicated.
- All required original receipts have been provided to the appropriate department contact.
- The expenses being claimed are in compliance with UCSD Travel policy.

[I Agree]

- This page summarizes all of the expenses and charges to the index for this trip
- Click on 'I Agree' to certify the trip as preparer
- This will generate an email with a link to the traveler (employee only) requesting their certification
- After the traveler certifies, an email will be generated to the dept. approver for final approval of this trip

APPROVAL PROCESS

Preparer submits

- Traveler certifies if UCSD employee

Final Departmental Approver

- If trip is considered "low risk," trip will "self approve" after seven days

Travel Department

- Not all trips are reviewed by the Travel Team

TRAVELER CERTIFICATION EMAILS

Yes, the email is the only way a UCSD Employee traveler can certify a trip.

No, the travel office cannot regenerate the email to the traveler for certification. But, a reminder email goes to the traveler every 8 days.

Also, preparer can go into the email defaults for the trip and resend the email.

Email Defaults for Trip 00968962

Available actions
- Return to travel home

⚠ Changes to email settings will be applied to this trip only.

	Yes	No
Email to employee traveler after trip has been created and before it is preauthorized	○ Yes	◉ No
Email to department approver(s) requesting preauthorization of trip	○ Yes	◉ No
Email to preparer after trip has been preauthorized	◉ Yes	○ No
Email to employee traveler after trip has been preauthorized	◉ Yes	○ No
Email to department approver(s) requesting approval of prepayment	○ Yes	◉ No
Email to preparer after Travel Team approves prepayment	○ Yes	◉ No
Email to employee traveler to certify trip	◉ Yes	n/a

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.

Enhancements!

ENHANCEMENTS

Canceling Trips (current)

The preparer can cancel all trips as long as there are no prepayments requested or issued

Customizing Email Defaults (current)

The preparer can set up default email settings for all future trips and may modify settings at the trip level

Mileage only claims (future)

One step process – no longer need to preapprove and then process

Email reminders to reconcile trips (future)

Email reminder option for traveler and preparer when the trip is 7 to 10 days past the reconciliation date

ENHANCEMENTS

Exceptions to Policy

The process for requesting approval of "Exception to Policy" has been simplified. The Department approver no longer needs to use the "Send for Review" to the Travel Team. This enhancement allows preparers to request approval of an exception to policy during the process of claiming expenses. The feature is found on the "Review and Submit" tab.

ENHANCEMENTS

Local hotels

- You may now book local hotels through Connexxus and they will be direct billed (same as with airfare).

- No need to request a prepayment check to be sent to the hotel

- No need to use a personal credit card to hold the room

- Negotiated rates
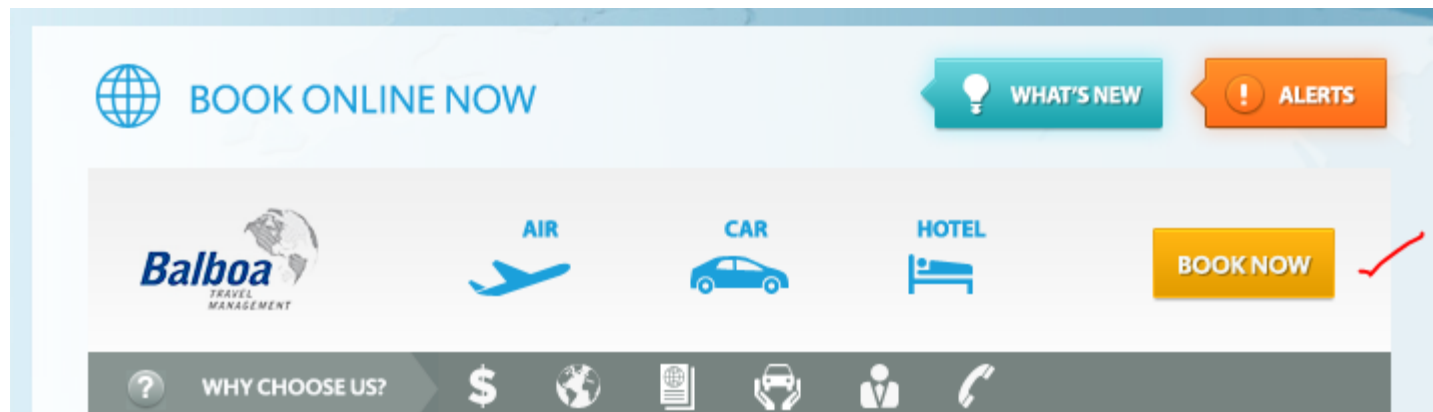
ENHANCEMENTS

Booking for myself | Book for a guest

Hotel Search

Local hotels that can be billed to UCSD are noted with red hotel icons.
Preferred hotels are noted with a gold or silver diamond.

Check-in Date   Check-out Date

Find hotels within [5] Distance Units [miles ▼] of

○ Airport   ○ Address
○ Company Location   ● Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Available Direct Bill Hotels:

1. Residence Inn San Diego La Jolla
2. Empress Hotel
3. Sheraton San Diego Mission Valley
4. Hilton La Jolla Torrey Pines
5. Hotel La Jolla
6. Sheraton La Jolla
7. San Diego Marriott La Jolla
8. Grande Colonial Hotel
9. Estancia La Jolla Hotel & Spa

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4. Hilton La Jolla Torrey Pines

10950 North Torrey Pines Road
La Jolla, CA 92037
📍 5.13 miles | view map

★★★★☆

○○○○○
rate this hotel

from
$144

more info | compare   choose room ▸

Add Park N' Fly to your itinerary

When booking online in Connexxus via Balboa Travel, you can now add Park N' Fly to your reservation.   Park N' Fly offers UC San Diego employees parking at a discounted rate and waives the $3 service charge. Booking is easy, simply click the "Parking" link located on the Trip Overview page, select the desired parking option and pay using your Travel Card, or personal form of payment.

KEEP CURRENT ON POLICY CHANGES

	Current Policy	Policy Effective 1/1/15
Travel	Expenses should be submitted within 21 days. • If using a UC San Diego Travel Card, it is recommended that expense reimbursements be submitted within 10 days of the trip (or a prepayment to the Travel Card made prior to the trip end date) to ensure timely payment to US Bank. Expenses submitted after six months should include an explanation as to why the event was not timely submitted.	Expenses should be submitted within 21 days. • If using a UC San Diego Travel Card, it is recommended that expense reimbursements be submitted within 10 days of the trip (or a prepayment to the Travel Card made prior to the trip end date) to ensure timely payment to US Bank. Final reporting of expenses must be submitted via MyTravel within 45 days of the trip's completion. **Final reporting of expenses submitted via MyTravel after 45 days may be treated as taxable and reported on the employee's W-2** or traveler's 1099. (Travelers should consult with their tax professional as to whether the expense can be deducted on their individual tax return.)

KEEP CURRENT ON POLICY CHANGES