

TRAVEL REIMBURSEMENT FAQ's

Travel Procedure Questions

1. Who will have access to TRIP?

All full-time and part time employees with access to Employee Self Service (ESS) will have access to TRIP. To get access for others, they must have the proper SAP role assignments, must have access to ESS, and add info type 0017 to their personnel master record in HR.

2. Where is the Trip training material located?

The training guides are located on the Travel menu under the Travel Requests and Travel Expenses link on the Employees Self Service tab.

3. Where are the Trip Quick Reference Cards located?

The Trip Quick Reference Cards are located on the Accounts Payable website at <https://www.uky.edu/EVPFA/Controller/payable.htm>.

The College of Agriculture, Food, & Environment's Quick Reference Guide is located on the Business Center website at <http://acsg.uky.edu/AgWeb2/TravelQRG.pdf>.

4. Are travelers required to create their own travel documents in TRIP?

No but they can. The system allows for the traveler to create their own travel request and travel expense document or another person (called proxies) can create them on their behalf. The travelers will still be required to approve all travel documents created by the proxy. See training material "How to Set Yourself Up As a Proxy".

5. Will travel expense reimbursements continued to be mailed to the traveler via check?

Travelers will be reimbursed for travel expenses processed through TRIP via his/her method of payment for Payroll. If the traveler's Payroll is direct deposited, the travel reimbursement will be deposited into the Main Bank account listed in HR for the traveler.

6. Will the travel document creator be required to use the Department of Defense website to look up per diem rates for every TRIP?

No. Trip will automatically populate the correct per diem rates for the travel document based on the dates of travel and the destination(s).

7. Will travel document creators need to request a vendor be created by Purchasing for new employees?

No. Employees with pending travel documents will have a vendor number created and automatically maintained by TRIP. The data in the vendor master record will be based on information in the travelers' HR records.

8. Can a request for travel be created in TRIP?

Yes. If the travel dates are in the future, TRIP will create a travel request. Travel requests are not mandatory but are highly encouraged as many policy reminders have been added to assist with compliance.

9. Will travel documents encumber funds for the trips?

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Yes. Both travel requests and travel expenses reports will encumber funds for the trips. Travel requests create statistical encumbrances until the travel request is approved and then the encumbrance becomes an actual encumbrance. Travel expense reports only create actual encumbrances.

10. Can the Budget Officer make a change to a travel document?

No. Only the travel document creator or AP can make a change to a travel document. If a change is needed by the Supervisor or Budget Officer, a revision can be requested through the workflow process.

11. How can the department access copies of the travel documents and supporting documentation after the trip is posted to SAP?

Once the trip is posted to SAP, the PDF travel document and all of the supporting documents are stored in ECM. Quick Reference Cards on retrieving the documents can be located on the Accounts Payable website <https://www.uky.edu/EVPFA/Controller/Docs/QRC%20TRIP%20Documentation%20in%20ECM-Enterprise%20Content%20Management.pdf>.

12. Who needs to approve the travel document?

Workflow for TRIP requires the traveler, the traveler's supervisor (as indicated through HR org structure), Budget/Business Officers, and the Accounts Payable department to approve a travel expense report.

13. What is the difference between a delegation and a Proxy?

A Proxy is unique to TRIP. It allows someone to create a travel document on another person's behalf. It does not allow someone else to approve the travel document. Delegation (known as a substitution rule) is used to provide another person the ability to approve workflow items on someone else's behalf. The delegation to another person for approval does not transfer the responsibility for accuracy and policy compliance. The traveler cannot delegate the traveler approval to anyone else.

Travel Expense Questions

1. When can gasoline expenses be reimbursed?

Employees are encouraged to use a motor pool vehicle if at all possible. When using a state (motor pool vehicle), the employee may not claim mileage. If an extraordinary circumstance arises that would cause the employee to put a gasoline expense on their personal credit card, the employee may be reimbursed on his/her travel expense report (as a miscellaneous expense). If an employee is using their personal vehicle, they may claim mileage on their travel expense report, but no gasoline expenditure will be reimbursed.

2. Can employees claim a student's travel expenses on his/her travel expense report?

No. An employee is only allowed to claim his/her own expenses on the travel expense report. The student's travel must be paid on a PRD on a specifically requested Student Pro Card.

3. Can employees claim taxi fare (or other ground transportation costs) to and from restaurants while in travel status?

No. The transportation cost to and from restaurants is included in the per diem subsistence (meal) rates. Taxi fares must specify where the taxi ride is taking the traveler to (i.e. hotel, airport, etc.).

4. Can we use Delta.com? E-5-1.VI.A.1.c.

Delta.com is **not** an authorized UK travel agency. The Procurement Card can only be used for official University business travel arranged through the University's lead travel agency, one of its preferred travel agencies, or its online reservation system, Concur (as explained in the Procurement Cardholder manual and the Reimbursement of Travel Expenses policy). **Approved UK travel agencies are: AAA and Avant Travel.**

<http://www.uky.edu/Travel/alternate.html>

NOTE: You can use other travel agencies for your business travel arrangements, but you **cannot** use the pro card if you choose to use another travel agency. You should instead have your traveler pay with a **personal** credit card and request reimbursement through the travel process (see BPM E-5-1).

Important: The traveler must also provide a valid cost comparison and attach that to his/her travel expense report.

Please be aware of this policy to avoid loss of procurement card privilege for airfare use.

5. What pro card or PRD expense documentation does A/P need to be attached to the travel expense report? E-5-1. IX.C.8.

All receipts related to reimbursed expenses or expenses paid through pro card and/or PRD will need to be uploaded. Foreign travel expenses will need to have the line item detail documentation attached so that A/P can view the actual USD cost per the exchange rate.

6. If the trip involves an overnight stay, can this travel be included on the same travel expense report with non-overnight trips during the month?

No, the traveler will need to submit separate travel expense reports for the day trips and overnight trips. The traveler must select the day trip template for all day trips for the monthly mileage claims only. The traveler must select the overnight trip template for trips that require overnight stay at the business destination. According to the travel policy, the travel expense report must be submitted immediately upon return from the trip and within a sufficient time frame for Accounts Payable to review, approve and pay the employee within sixty (60) days of the return of the first trip, or the reimbursement payment may be taxed.

7. If an employee travels on business and plans to include some personal time during their travel, can they use the pro card for their travel expenses? E-5-1. V.B.

No, the traveler must use their own personal credit card for airfare and ground transportation and then get reimbursed on a travel expense report for the business portion of the trip. A valid airfare cost comparison as defined in **E-5-1.VI.A.1.c.** must be secured for what the airfare would have cost if the traveler were only traveling on official UK business. Registration fees and any business-related lodging expenses may be placed on the pro card.

8. My department uses its own form to record private vehicle mileage during the month, which we normally attach to the travel expense report, can we continue to do this?

Yes, mileage details can be entered as a lump sum for the month if a log is maintained and attached to the Day Trip. The mileage screen will begin with the first date entered on the General Data section of the trip. Enter the Miles Driven from the log. If the mileage must charge various cost assignments, the mileage must be broken down and entered as a lump sum line per cost assignment.

9. What if I have questions about the Motor Vehicle Record (MVR) Release and Information Form?

The form can be found on the UK Forms page. For questions, you may contact the UK Risk Management Office at 7-3708.

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10. What if the employee is traveling to a foreign country but has to stay a night in a U.S. city before leaving the country, how are the per diem rates and G/L's determined?

The **amount** of the expense will be based on the per diem rate for that U.S. city (not the foreign destination), but the **G/L** will be recorded as a foreign G/L.

11. Does this also hold true in the case of in-state and out-of-state as well?

Yes, per diem rates are determined by the location of the city they're in, and the G/L is based on the final destination of the travel.

12. The travel expense report now requires a portion of the conference brochure be attached if the travel was for a conference. What portion of the brochure is required? [E-5-1. VI.E.1.](#)

The page of the brochure that identifies which meals are included in the registration fee.

13. What documentation needs to be attached, if an external organization (third party) is paying for a portion of the travel expenses?

Upon entering the receipts for your trip you will select "Paid by 3rd Party" for each applicable receipt.

14. If a traveler is claiming mileage only, what is the maximum number of months they can save up their mileage expense to do on one travel expense report?

If the travel document is a travel expense report and the document is created more than 60 days from the end date of the trip or the last day of the monthly mileage report, a reminder will pop-up with the policy regarding travel expense reports not processed within the established reasonable timeframe. The amount reimbursed is subject to taxation and shall be reported on the traveler's Form W-2.

15. When using a personal vehicle, if the trip destination is less than 400 miles (one way) from the employee's workstation or residence, can lodging be claimed on the way to their destination? [E-5-1. VI.A.3.c.](#)

No.

16. When using a personal vehicle, if the trip destination is 400 miles or more (one way) from the employee's workstation or residence, can the employee be reimbursed for lodging on the way to their destination? [E-5-1. VI.A.3.c.](#)

Yes. However, the maximum reimbursement for the entire trip, including mileage, tolls, lodging and subsistence, is limited to no more than the normal expenses that would have been incurred if commercial air had been used. To assist with this, please complete the air vs auto form on the UK Forms Page and attach to the travel expense report.

17. Please clarify what is considered a "meal"? There is a question about when hotels serve continental breakfasts, is that considered a meal? If a conference brochure lists that a continental breakfast will be served, does that count as a meal that is included in the cost of the registration fee?

Accounts Payable does not consider a continental breakfast as a meal. So if offered by a hotel or part of a conference, they will still allow the employee to be reimbursed the per diem allowance for subsistence for that meal. We would hope that travelers would choose to have the hotel breakfast to save UK money, but we can't force them to do that, particularly if there are dietary restrictions.

18. If personal vehicle mileage on a travel expense report needs to be adjusted by an amount due to the airfare cost comparison, where do they make that adjustment on the travel expense report?

The cost comparison must be attached to the travel request in order to be evaluated by A/P. They will determine what the reimbursement cost will be based on the information provided.

19. If an employee incurred parking expenses while attending a business-related meeting or event in town, how should this expense be reimbursed?

The expense will be reimbursed on either the Day Trip or Overnight Trip travel expense report.

20. What happens if a travel expense report is not submitted in time for the employee to be paid within the 60-day deadline? [E-5-1. IX.C.2.](#)

In accordance with Section E-2-1 of the BPM, travel expense reports not received in time to be processed and paid within sixty (60) days will be returned to the originating department unless accompanied by a Request for Exception form which has been approved by the Office of the Treasurer. Requests for exception should be rare. **Note: Late travel expense reports may be subject to being considered taxable income.**

21. In addition to airfare, lodging and registration, what travel expenses can be paid on the pro card?

All **allowable** travel expenses can be paid using the pro card while the employee is in travel status, **with the exception of meals.** (Please refer to the travel policy at E-5-1 to determine **allowable** travel expenses.)

22. When can an employee claim dinner expense on their travel expense report?

When an employee's travel involves an overnight stay and the employee returns after 9:00pm. See examples below:

Example 1: If an employee has been on an **overnight** trip and returns home after 9:00pm on the last day of his/her travel, the employee is entitled to receive the dinner expense for that last day.

Example 2: If an employee's travel does not involve an overnight stay but the employee is traveling early in the morning through late at night (all within the same day), the employee is **not** entitled to any meal expense for that day.

23. Is there any exception to the above examples for reimbursement of a dinner expense?

Yes, when an employee is required to attend a function such as a luncheon or dinner meeting, banquet or special event, the employee (**if not in travel status**) may claim this expense on a **PRD** and must attach to the PRD the actual expense receipt and a memorandum from the employee's supervisor explaining the required attendance at the event.

24. If an employee is in travel status and is required to attend a luncheon or dinner meeting, banquet or special event that is more expensive than the per diem meal rate, can the employee claim this meal expense on their travel expense report?

Yes, if the employee has an actual receipt and a memorandum from the employee's supervisor explaining the required attendance at the event are attached to the travel expense report.