

## Travel Audit Guide

- **Travel Requests:**
  - Estimate travel dates and beginning and ending times – do not leave times at “00:00”.
  - In *1<sup>st</sup> Destination* field, type “City, ST” for domestic travel. Type “City, Country” for foreign travel - If multiple destinations list all stops and dates. List any personal time that is included in the trip.
  - The dates/times of multiple trips cannot overlap.
  - The reason for the trip must be described in full.
  - Calculate and enter an approximate total trip cost.
  - List the % distribution, cost center/WBS element.
  - The trip number is assigned when the travel request is saved.
  
- **Travel Expense Reports:**
  - If required, a Travel Request must be approved before expenses can be submitted.
  - Multiple cost distributions for the entire trip is in %'s; individual expense items may be assigned to cost distributions by \$ amounts.
  - Use the *Overview* area of the screen to access travel items. Click once to select the item and then click the appropriate action button to change, display, or delete the item. Do not double-click on items to display them. Double-clicking opens the items in change mode.
  - Informational message appears if expenses were previously submitted for this trip.
  - The trip number must be printed on the document.
  - *Comments* must be added if the travel dates, first destination, or reason for the trip are changed.
  - Region codes must be added all destinations. The per diem reimbursement amounts for food and lodging are based on the selected region code. IRIS does not check to see if the region code is correct for the destination.
  - Enter “1” in *Miles/Km* field if “UT Automobile” is selected in *Vehicle Type* field so that IRIS will record the change.
  - Personal vehicle usage will be reimbursed for the business miles entered at the standard mileage rate which is currently \$.51. Utilize Mapquest to secure mileage or beginning and ending odometer readings. Daily mileage logs are required for monthly/quarterly reimbursed miles.
  - Check if per diem reimbursement is being requested. Deduct any meals which were included in the conference registration fee or otherwise provided at no cost to the traveler (excludes continental breakfasts). Per diems amounts will be reimbursed for the correct CONUS per diem rate for the trip location, days of travel and prorated for departure and arrival times.
  - The air line ticket or sufficient documentation of the airline ticket must be attached. The documentation must contain the name of the

passenger, airline, dates of travel, amount and class of service. Documentation must state that the class of fare as “Economy” or list a letter class of fare (B, E, G, H, K, L, M, N, O, Q, S, T, U, V, W, X, Y or YL). The airline itinerary must correspond to the travel dates.

- Lodging –
  - a) Lodging Conference - Documentation must be attached confirming both the conference hotel and the conference hotel special rates. The original, itemized hotel/motel receipt showing paid in full must be attached. If the conference rate has been substantiated, the total amount (room rate plus taxes) can be claimed as one amount under lodging conference. (If the documentation is not sufficient, the travel claim will be reimbursed at the CONUS rate for the locations, which is, in most cases, much lower than the conference rate). If there are multiple conference rates, depending upon the type of room identified in the conference materials, the reimbursable rate is limited to the lowest available rate. Overflow hotels may be reimbursed up to the maximum for the official conference lodging rate provided documentation is attached confirming the conference rate
  - b) Lodging non-conference – Lodging non-conference will be reimbursed at the CONUS rate for the trip destination. The room rate and the applicable taxes are entered as separate expense items.
- Ground Transportation/Parking/Rental Cars -
  - a) Reasonable taxi, bus or limousine charges to and from airports, between lodging and meeting sites and to and from restaurants are allowable. Receipts are required for expenses of \$50 or more. The destination and reason for each fare must be detailed.
  - b) Parking receipts must be attached for parking fees of \$50 or more. All parking sites must be identified.
  - c) Receipts must be attached for automobile rental. Rental cars should be refueled prior to return and attached gas receipts will be reimbursed. Personal accident insurance is not reimbursable by the University for automobile rentals in the US.
- Registration Fees – If the registration fee has not been paid in advance by the University and the employee is claiming reimbursement, a paid receipt must be attached.
- Internet/Telephone Charges – These expenses are allowable if the traveler provides an explanation that these were business related expenses.
- Other Expenses – Allowable if required for official business.
- For international travel, all receipts in foreign currency must be calculated on a conversion table into USD for the actual day(s) of the receipts and attached to the expense report. Credit card statements in USD are acceptable alternatives.
- Ensure that all original receipts for items claimed over \$50 are attached.
- The traveler must date and sign the travel expense report.

