Travel Expense Report, Receipts (Continued)

- Checked Baggage fees: Fees for checked baggage are reimbursable with original receipts.

- Gasoline: Travelers using rented vehicles, or any vehicle that is not owned by the traveler, may not claim mileage. Submit original gasoline receipts showing the date of purchase, name of the vendor, license plate number of the vehicle and the total amount paid.

- Rental Vehicles: Submit the original rental agency statement showing the dates of use and total cost.

- Rented Aircraft: Receipts are required for reimbursement of chartered aircraft rental, landing and parking fees. Reimbursement will not be made for storage or parking fees at the location where the privately owned aircraft is normally based. (Aircraft fuel will be reimbursable if receipts are provided.

Foreign expenses

- Foreign Receipts: It is the traveler's responsibility to convert foreign receipts into US dollars; the exchange rate used must be shown on the Travel Expense Report. When submitting foreign receipts the following must be documented on the face of the receipt: the exchange rate, what the receipt is for, and the amount in US dollars.

- Foreign Currency Exchange Fees: Submit original receipts showing the amounts exchanged and the fee charged.

- Foreign expenses, other than those incurred in Canada and Mexico, cannot be reimbursed on State accounts.

NOTE: If the original receipt is lost or destroyed, submit a photocopy of the receipt with the statement, “Treat as an Original.” The photocopy must be signed by the employee and approved by the department head. If a photocopy is not available and a copy cannot be obtained, submit a copy of the canceled check or credit card receipt, and a letter of explanation approved by the department head. The letter must contain the name of the employee, the dates of the expense, the name, address and telephone number of the business, cost per night, if lodging, the total cost, etc., and the reason(s) why an original or photocopy of the receipt is not available.

Smooth Sailing:
A Guide to UA Travel

You are on travel status when you are conducting university business away from your duty post with supervisory approval.

Travel must be authorized prior to all official University travel activities, even if travel expenses will not be charged to the University. This ensures that:

- Travel plans are authorized
- The traveler is insured through Risk Management while in travel status
- Funds are authorized
- The travel has a legitimate business purpose

You are eligible for ordinary travel expense reimbursement when you are 35 miles from your duty post with supervisory approval and a written travel authorization.

This brochure contains information on the University of Arizona Travel policies and procedures. For more information, see the FSO Travel webpages at: http://www.fso.arizona.edu/travel.html or call (520) 621-9097.
Non-Reimbursable Expenses

- Personal Travel - When extending a business trip using personal time, the traveler will be eligible for reimbursement of lodging and meals only for the time he or she is conducting business for the university.
- Travel expenses for family members unless there is a compelling business reason.
- Personal phone calls or movies.
- Costs for personal accident, medical insurance, and collision damage insurance waiver (CDW) included in the car rental agreement; travel insurance or medical insurance are personal expenses.

Documenting Exceptions

Travel involving the following, regardless of the source of funding, must be explained and approved on the travel authorization form:

- The traveler will be on long term travel status (more than 30 days)
- Personal time taken in combination with travel
- Use of airfare other than coach/economy
- Use of private, chartered or rented aircraft or rented motor vehicle
- Vehicle taken out of state
- Lodging charges in excess of established policy limits.
- Foreign travel, excluding Canada and Mexico, on State accounts.

Per Diem

Per Diem includes meals and incidentals. Incidents may include expenses such as laundry, dry cleaning, magazines, newspapers, personal telephone calls, and tips for food service, maid service or room service. These cannot be reimbursed separately.
Traveling on University Business
Please refer to the pamphlet included in this packet

Before you travel

❖ All travel must be pre-approved. Please fill out a Travel Auth Form BEFORE traveling or making any travel arrangements or purchases.

❖ Travel Authorizations must be submitted even if there is no cost to the University.

❖ A Travel Authorization is required for all travel that will exceed 35 miles away from the traveler’s duty post (Steward Observatory).

❖ There are specific policies and procedures that must be followed in regards to traveling.

❖ Most travel items can be purchased using department procedures with no out-of-pocket expense to the traveler.

❖ You can view travel information by visiting the FSO website at https://www.fso.arizona.edu/

❖ Contact the Steward Business Office front desk at 520-626-1920

❖ Refer to the Travel Auth Form in this Packet

When you return from travel

❖ Specific receipts are required for reimbursement of travel expenses. Please read the “after the trip” section of the provided pamphlet for more details on receipt requirements.

❖ Fill out the Travel Expense request form, have the account PI sign the form, attach all receipts and bring by the Steward Business Office (you may also send to PO Box 210065 or place in the Accounting box in the Steward Mailroom.).

❖ Reimbursements can take up to 6 weeks depending on the season.

❖ Contact the Steward Business Office front desk for more information.

❖ Refer to the Travel Expense Report Form in this Packet
Travel Authorization

T

Date ___ / ___ / ___

Name ______________________

Employee ____

Student____

Other____

City/Date Departing From ________________            ___ / ___ / ___

City/Date Returning From_________________           ___ / ___ / ___

Mode of Transportation

Personal Vehicle   □

Airplane   Purchased Personally □   Purchased on Department Card □

Motor Pool Vehicle   □

Rental Car   □

Specific Purpose of Trip
______________________________________________________________
______________________________________________________________

Is your lodging location designated by the event you are attending?   Yes □   No □

Will you need a travel advance before your trip?   Yes □   No □

How much? $_________    Date Needed? ___ / ___ / ___

*Please note: Allow ten days for processing

Will there be personal time taken?   Yes □   No □   ___ / ___ / _____ to ___ / ___ / _____

Accounts        Units

__________        ______

__________        ______

__________        ______

Notes

______________________________________________________________________________
______________________________________________________________________________

Please attach: Copy of announcement of event, flight itinerary, lodging information, and any other pertinent documentation

Signature of Traveler ________________________________

PI/Co-PI/ Delegated Signature ________________________________

*PLEASE RETURN TRAVEL AUTHORIZATION AT LEAST 30 DAYS BEFORE DEPARTURE DATE, PER UNIVERSITY POLICY
Foreign Travel Authorization

T__________

Terra Dotta Questionnaire #__________

Date ___ / ___ / ___

Name ______________________  Employee ____  Student____  Other____

City/Date Departing From ________________            ___ / ___ / ____
City/Date Returning From_________________           ___ / ___ / ____

Mode of Transportation

Personal Vehicle  □
Airplane  Purchased Personally  □  Purchased on Department Card  □
Motor Pool Vehicle  □
Rental Car  □

Specific Purpose of Trip

_____________________________________________________________________________________________
_____________________________________________________________________________________________

Is your lodging location designated by the event you are attending?   Yes □  No □

Will you need a travel advance before your trip?   Yes □  No □

How much? $_________        Date Needed? ___ / ___ / ____

*Please note: Allow ten days for processing

Will there be personal time taken?   Yes □  No □  ___ / ___ / ____ to ___ / ___ / ____

Accounts        Units

___________  ______

___________  ______

___________  ______

Notes_____________________________________________________________________________________
_____________________________________________________________________________________

Please attach: Copy of announcement of event, flight itinerary, lodging information, and any other pertinent documentation

Signature of Traveler _______________________________________________________________________

PI/Co-PI/ Delegated Signature __________________________________________________________________

*PLEASE RETURN TRAVEL AUTHORIZATION AT LEAST 30 DAYS BEFORE DEPARTURE DATE, PER UNIVESITY POLICY
Name: _______________________________________________

Date/Time Leaving Home Base ____/____/____      _______ am pm

Date/Time Returning to Home Base ____/____/_____    _______ am pm

Account# ____________________________

Section I – Method of Travel
Plane Amount: _______________
Bus Amount: _______________
Train Amount: _______________
Personal Vehicle: Round Trip Mileage: _________

Section II – Subsistence Lodging & Meals
Cost Per Night (including taxes): # Nights ____ Total: _________

Meals: Yes or No
Breakfast/Lunch/Dinner
Were any meals provided? Yes or No If yes, which one(s)?____________________________

Section III – Other Expenses
Registration Fee Amount: ______________
Taxi, Shuttle Subway Amount: ______________
Airport/Hotel Parking Amount: ______________
Rental Car Amount: ______________
Gasoline for Rental Amount: ______________

Time Limitation: The University is permitted to reimburse employees for business related expenses as a qualified tax-free payment under the “Accountable Plan” rules defined by the Internal Revenue Service (IRS) (Treas. Reg. §1.62-2). Those rules limit the qualified reimbursement to 60 days after the expense is paid or incurred. After the 60 days, the reimbursement becomes unqualified and taxable. Unqualified reimbursements will be paid through the Accounts Payable system and reflected in the employee’s wages through UAccess payroll system.

The Steward Observatory business office suggests submitting all receipts within 20 days of returning from your trip to allow for ample processing time to avoid taxation.

Section V – Traveler’s Signature
Signature _______________________________ Date: ____/___/____
Making a purchase

↓ Take note of your account number/unit for making purchases or for travel reimbursements.

↓ Please do not make purchases “out of pocket” or with your own funds.

↓ There are proper procedures to follow in making any purchases (this includes travel, office supplies ....) Contact the Steward Business Office if there is an item that you would like to purchase and we will inform you of University policies and procedures. We can assist you in making the purchase yourself, using the departmental credit card or IDB/IBF form, or we can make the purchase for you.

↓ The University requires that we make purchases using the Strategic Alliance. Purchasing information can be viewed by visiting the Procurement and Contracting website at http://pacs.arizona.edu/, along with stores vendor list at http://pacs.arizona.edu/stores/stores-blankets1.htm

↓ Contact the Steward Observatory Business Office front desk at 520-626-1920 BEFORE proceeding with any purchases.

↓ Refer to Order Request Form in this packet
# PURCHASING CARD TRANSACTION

<table>
<thead>
<tr>
<th>Ordered By:</th>
<th>Purchase Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver To:</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

State Purpose of purchase (identify project, if applicable):

<table>
<thead>
<tr>
<th>Quantity</th>
<th>UOM</th>
<th>Item Description</th>
<th>Amount</th>
<th>Account/Object Code/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AZ Sales Tax No.  
Shipping/5560

TOTAL AMOUNT:

*If using a vendor that is located in another state, request their Arizona Sales Tax Number. If they do not have an Arizona Sales Tax Number, enter *NONE* in the blank, and the use tax will be added by the University Financial Services Office.

Order Placed By:  
Fax  Phone  Vendor Location  Internet  Other

Transaction Type:  
Commodity  Service

**Check List:**
1. Form completed
2. Sales Tax included on Form / NA
3. Method of delivery: Vendor  UPS  US Mail  Other
4. Itemized Vendor Receipt or Packing Slip: Attached  Pending Delivery

**Forward completed Form and attachments to Business Office**

**Status of Form:**  *(to be completed by Business Office)*

<table>
<thead>
<tr>
<th>Reconciled By:</th>
<th>Date Reconciled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By:</td>
<td>Date Approved:</td>
</tr>
<tr>
<td>Copied By:</td>
<td>Date Copied:</td>
</tr>
</tbody>
</table>