

Travel Disbursement Voucher

Reason Code T: Employee Travel

T Payment Code Auditing travel reimbursements for University employees and affiliates

1. Review Travel Web Form. This should be attached to the DV. All fields should be visible for audit.
2. Mileage – Mileage from home to duty station should be indicated on form. If travel is from home to a business location then the amount of miles should be deducted from the claim. The form will make the calculations depending on what is entered as the start point and end point. If driving from a duty station to a business location then no deduction will be made and they are eligible for the full amount.
3. Meals can be claimed by per diem or by receipt. Per diem is listed on the gsa rate page by location
http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts
4. Verify the correct amount has been selected. Also review the lodging per diem rate at this time for the lodging claim. The form will calculate the per diem entered for the full range of the trip. No receipts are required for this method (per diem). It will assign 0 for any days that are listed as personal time. No actual expenses should be claimed for personal days. If claiming meals by receipt then there should be receipts to substantiate the claims. However if claiming by receipt it must be lower than the eligible per diem rate. Per diem meals also can only be requested by the individual. You cannot claim per diem on behalf of someone else. If funding travel members then they would need to supply meal receipts for their group members.
5. Next review the lodging. We allow an additional 50% over and above the listed GSA rate for that city. They need to provide attached to the DV, a paid itemized hotel folio. We also make sure they have certified that the hotel was not already paid via a direct billing.
6. Registration fees and dues. If they are claiming and conference fees that they paid for themselves they will also certify that it wasn't already pre-paid. A paid in full conference receipt should be attached.
7. Airfare. If a traveler has paid for their own airfare then they can claim it. They need to also certify that it wasn't direct billed with Sanditz. That would be the preferred method. If they paid for their own ticket then they must submit an itemized reservation that shows ticket type. Also they must submit a comparison quote from Sanditz showing the cost for the same flight using our agency. If their ticket is higher, then we cap it at the cost of a Sanditz ticket. Domestic flights should be economy class. Upgrades typically aren't eligible unless justification or exception is granted. International flights over 10 hours can be business class. Baggage fees can also be claimed. This would get listed in other.

8. Other claims eligible are taxi's, metros, tolls and other miscellaneous costs. These should be substantiated with clear receipts showing payment is made in full .
9. Other items we look for in audit would be the individual claiming the reimbursement should be the person who actually made the payment. We cannot reimburse for financial transactions that travelers make among and between themselves.
10. Upgrades and personal travel cannot be reimbursed. Also any travel arrangements of a personal nature that increase the cost of the trip are not eligible. Family accompanying the employee is ok provided it doesn't add any cost to the claim such as renting a suite over a regular room.
11. Travel we form should be approved by their supervisor. Any travel that is over 60 days past the end date needs an actual dept head or Unit head approval included.
12. Receipts and all documentation should be attached to the DV.