CAMP TRAVEL: BUILDING TRUST

Navigating Prepayments with Your MyTravel Compass

Presented by Nancy Herbst
PC East: East Forum | 2:30 – 3:30
• MyTravel is a payment tool for UC San Diego business travel that falls under UCOP G-28 policy.

• This presentation is designed to shine some light on the ‘how-tos’ and remind you of things to keep in mind when processing prepayments.

• I’m Nancy Herbst, Manager for Travel & Entertainment.
THE OVERALL MYTRAVEL PROCESS

Set up the traveler Account

Setup the Trip

Issue Prepayments

Reconcile the trip

Or

Or
THE OVERALL MYTRAVEL PROCESS

Set up the traveler Account

Setup the Trip

Issue Prepayments

Reconcile the trip
1. **TRP Template** – Required to be recognized as a preparer of travel. This template is used to both preauthorize the trip and for approving a final reconciliation.

2. **TIV Template** – Required for prepayments for hotel, conference registration, and service fees.

3. **ADV Template** – Required for travel card payments and cash advances.
SETTING UP A VENDOR

- Gather Name, Address, address, and W-9 for your vendor request
- Log-on to your MyTravel homepage
- Click on ‘Update or add a vendor account’
SETTING UP A VENDOR

- Complete the fields and submit.
- Request is sent to BFSupport
- You may attach the W-9 to the BFSupport case or we will request it.

**NEWS FLASH!**
- You soon will be able to attach the W-9 when submitting the vendor account request.
SETTING UP A VENDOR

• You will receive the message after you hit submit.

✅ The vendor information has been submitted successfully for approval.

Vendor accounts are generally added to the system within one business day.

• The vendor account ID (ex: 00121212E) will be emailed to you (preparer) once it is set-up. This confirmation will come through BFSupport.

• Use this ID to create a prepayment to the vendor.
PROCESSING PREPAYMENTS

• From your MyTravel homepage, select ‘Create prepayment’ for your traveler’s trip
  • The prepayment option will be available once the trip has been set up (and even before it has been preauthorized)
  • The prepayment option disappears once the reconciliation has been submitted
  • By modifying a reconciled trip and not resubmitting it (status is pending preparer’s certification), the prepayment option will return
- Can be made at the time of charge so the travel card statement shows zero balance.
- Prepayments via checks will not be processed unless the vendor does not accept credit cards.
- Purpose of payment is for preparer’s information only – it will not be recognized in the system as a prepayment for a specific expense.

Message when the traveler does not have a travel card.
PROCESSING PREPAYMENTS

Service Fee

- Designed for airfare service fees when the traveler paid for airfare
- Include an agenda when car service will be for a full day.
- Please include a message to the payee so that the vendor can connect the payment to the service.
- Currently can be used for prepaid car service.
  - NOTE: This will appear as prepaid airfare and preparer will need to include in the notes that it was for ground transportation
Be sure you verify with the hotel that it will accept prepayments via check
  • How many days in advance?
  • The system will prepopulate the message to the payee with the dates of travel and traveler name.
  • Don’t forget to include the hotel confirmation!
• Don’t forget to include the dates, name, and location of the conference in the Message to Payee

• This prepayment amount will appear as UCSD Prepaid Registration in the Registration tab when reconciling the trip.
PROCESSING PREPAYMENTS

Cash Advances

- Very limited
- Not available to employees unless:
  - the employee does not have a travel card; and
  - is traveling to a remote location (remote = there are no banks in the area); or
  - An employee traveling within days of starting at UCSD
- Will not be issued until \~10 days prior to the trip start date
- Is not to be used to reimburse an employee for out-of-pocket expenses prior to the trip end date.
PREPAYMENTS STATUSES
What, when, and where

- Go into View and scroll to the bottom of the page. This is where you will find all your prepayments to the trip, including prepaid airfare.
- Here you can make check the status:
  - Pending approval or Completed
  - If pending approval, whose approval is pending?
- You can see the document text
- And, if completed, the check or direct deposit number for the payment.
  - If paid by check, you can also see the check status (e.g., cashed)
• If the status for any prepayment is “Pending Approval,” DO NOT submit the reconciled trip.
  • Trip will fail during the evening’s batch job and you will receive an email from our team to wait until the prepayment has been completed and resubmit.
Prepayments will appear as either prepayments, advances, cash advances, or travel card advances.

<table>
<thead>
<tr>
<th>Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>$0.00</td>
</tr>
<tr>
<td>Ground</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$535.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total to be Distributed</td>
<td>$374.60</td>
</tr>
<tr>
<td>Less Prepayments</td>
<td></td>
</tr>
<tr>
<td>Less Advances</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Cash Advances</td>
<td>$1,000.00</td>
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</table>

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 or Amount Due from the Traveler

<table>
<thead>
<tr>
<th>Amount Due from the Traveler</th>
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</thead>
<tbody>
<tr>
<td>$625.40</td>
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What to expect

In this example, there are airfare advances

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Detail</th>
<th>Summary</th>
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<tbody>
<tr>
<td>Air Airfare UCSD</td>
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<td></td>
<td>376.45</td>
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<tr>
<td>Air Total</td>
<td></td>
<td></td>
<td>376.45</td>
</tr>
<tr>
<td>Ground</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>02/28/2016</td>
<td>15.41</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>03/01/2016</td>
<td>17.62</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>03/01/2016</td>
<td>18.91</td>
<td></td>
</tr>
<tr>
<td>Train</td>
<td>02/28/2016</td>
<td>5.36</td>
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<td>Ground Total</td>
<td></td>
<td></td>
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<tr>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>02/28/2016</td>
<td>204.96</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>02/29/2016</td>
<td>204.96</td>
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<tr>
<td>Hotel Total</td>
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<td>Meals and Incidents (M&amp;IE)</td>
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<tr>
<td>Total to be Distributed</td>
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<td>905.51</td>
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</tr>
<tr>
<td>- Less Advances</td>
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<td>-376.45</td>
<td></td>
</tr>
<tr>
<td>- Less Amount to be Paid to Travel Card</td>
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<td>-471.77</td>
<td></td>
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<tr>
<td>Amount to be Paid to the Traveler</td>
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<td>57.29</td>
<td></td>
</tr>
</tbody>
</table>
What to expect

In this example, there is a “Prepayment” for registration fees.
PROTECTIONTIMES
By the Travel team

• Generally, we process prepayments and advances daily – turn time is <one business day.
• Travel card payments are auto approved and are processed the same time the final department approver approves the prepayment.
Psst, we are working on a prepayment type for ground transportation!
Oh my, I hope we have enough time for some Q&A....
**CONTACTS**

**Nancy Herbst**  
Manager, Travel & Entertainment  
Nherbst@ucsd.edu  
858.534.1309

**Stephanie Chernau**  
Travel Analyst  
SChernau@ucsd.edu  
858.822.1756
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Price Center East Ballroom