CAMP IPPS 2016

MyTravel
CAMP TRAVEL: ENCOURAGING CURIOSITY

Travel Guide with the MyTravel Experts

Presented by Nancy Herbst

PC East: East Forum | 1:30 – 2:15
INTRODUCTIONS

- 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 to highlight things to keep in mind when processing.
- I’m Nancy Herbst, Manager for Travel & Entertainment.
- This presentation is going to be packed and fast, so hang on!
- Don’t worry about getting lost on this hike; the presentations will be made available after today’s event.
SETTING UP A TRAVELER

New Traveler Accounts

- Set up the traveler account
- Setup the Trip
- Issue Prepayments
- Reconcile the trip

Or

Or
SETTING UP A TRAVELER

- Gather Name, Address, SSN or Employee ID, Visa Type for your traveler
- Log-on to your MyTravel homepage
- Click on ‘Update or add a traveler account’
- Follow the steps below
SETTING UP A TRAVELER

Each traveler needs a traveler account in order to set up trips, request prepayments, and claim expenses. For a UCSD employee traveler, search first and then enter the requested information. For a non-employee traveler, enter the traveler information and click Submit. The UCSD Travel Team will process your request in the order it was received, usually within a business day.

Traveler Information:
- **Relationship of Traveler to UCSD?**
  - Employee
  - Candidate
  - Spouse/Family Member
  - Other
- **Traveler Name**: HERBST, NANCY LEE
- **Lastname, Firstname MIDDLE**

All caps can reduce data entry errors.
SETTTING UP A TRAVELER

New Traveler Accounts

- You will receive the message below on your screen after you hit submit.
- The traveler’s account ID (ex: 00121212P) will be emailed to you (preparer) once it is set-up. This confirmation will come through BFSupport.
- Use this ID to create a new trip for this traveler.

Request a New Traveler Address

The traveler information has been submitted successfully for approval.

Traveler accounts are generally added to the system within one business day.
SETTING UP THE TRIP

- Set up the traveler Account
- Setup the Trip
- Issue Prepayments

Or

Reconcile the trip
Setting up a trip:

1. From your MyTravel homepage, click on ‘Create a new trip’
2. Click on ‘Search for Traveler’ and, using the traveler ID, look up your traveler
SETTING UP A TRIP

Selecting the Traveler

MYTRAVEL

Create a new trip
- Enter the requested information and click Submit. All fields are required.

Travel preparer
- Name: MADAHAR, SHAMA NIKHIL
- Email: smadahar@ucsd.edu

Available actions
- Return to travel home
- Connexxus - book airfare

Search for Traveler
- Name:
- Traveler Id:
- Employee Id:
- US Citizen? [ ]

Traveler Search
- Search by one of the following:
  - Name (Last, First)
  - Traveler Id
  - Employee Id

Notes:
- When the results come back you can view each traveler's address list by clicking on the plus icon.
Picking the right trip type

Type of Trip

- Individual – 1 traveler
- Group – 3 or more travelers, outbound on a trip
- Move/House-hunt/Temporary Housing – For moves and house-hunting trips
- Recruitment – Candidates coming to UCSD for interviews

Moves and recruitment trips that include the spouse require an attachment before pre-approving!
A business purpose should be clear to both approvers familiar and unfamiliar with the event and would result in no questions as to the circumstances under which the travel occurred. It should be clear that it was necessary, reasonable, and primarily benefited UC San Diego.
Can a spouse/partner’s travel be reimbursed when joining a candidate for an interview?

- Spouse’s travel may be reimbursed for the *final* interview only
- Special approval by the vice chancellor is required for a spouse to accompany a candidate for faculty or high-level administrative positions (including Manager and Senior Professional positions) on final interviews
- This approval may be in the form of a letter or email that is to be uploaded to MyTravel
- Children accompanying a candidate may be reimbursed but will be treated as taxable (VC approval required)
SETTING UP A TRIP

Approval routings

Approval Routing

- Pick an approval routing template created for you by your DSA
SETTING UP A TRIP

- Hit Submit and you will see a message with the trip number
- The trip is now in your dept. approver’s MyApprovals queue pending pre-authorization
- Click on ‘View Audit Trail’ for the trip from your homepage to see the trip’s routing

**Trip 00867989 created successfully**
- Click here if you have attachments to add
- Click here to return to travel home

**Trip authorization**

1. GA0KEC - Coleman, Kimberly E.
2. GA0LWS - Smith, Lashon W.
3. GAOSCC - Coleman, Salome
4. GAOSNM - Madahar, Shama N.

Approved on 09/05/2013 02:15 PM
If the traveler sets up the trip, the preparer must edit it to enter index and estimated costs and submit.

Approval templates may include multiple levels and require several approvals.
# Pending the Trip’s Completion

**Prepayments, claiming expenses**

- After your dept. approver pre-authorizes the trip, the trip status will change to ‘pending completion’ and you will have a ‘claim expenses’ option under the Actions column.
- Use this option, after the completion of the trip, to reimburse the traveler.

<table>
<thead>
<tr>
<th>MADAHAR, SHAMA NIKHIL</th>
<th>TESTING MEETING</th>
<th>08/01/2013 to 08/07/2013</th>
<th>08/28/2013</th>
<th>Pending Completion</th>
<th>View audit trail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Create prepayment</td>
<td>Claim expenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Attachments</td>
</tr>
</tbody>
</table>
RECONCILING THE TRIP

Set up the traveler Account

Setup the Trip

Issue Prepayments

Reconcile the trip
RECONCILING THE TRIP

The ‘Start’ tab

- You may claim expenses anytime after the trip has been pre-authorized, but you are not able to submit the trip until after the trip end date.
- After the completion of the trip, click on ‘claim expenses’ to reimburse the traveler.
- The first tab is the ‘Start’ tab – fill out the trip details here.
RECONCILING THE TRIP

The ‘Air’ tab

- Do not enter any UCSD prepaid airfare amounts. They will show under ‘UCSD Prepaid’ and in the total of airfare.
- If the prepaid airfare includes amounts not allowed under policy (upgrades, spouses, etc.) you may remove these amounts using the ‘Less Non-Business Air’ option.
- Included under UCSD Prepaid will include the service fees and baggage fees when paid with a UCSD Travel Card.
- Connexxus should be used to book airfare.
Early Bird Check-Ins

- Needs to have a business purpose
  - Not being around a computer at the 24-hour mark does not qualify
  - Example: There are 30-minutes between flights and a need to debark a plane quickly to catch connecting flight
- Medical certifications may not qualify for early bird check-ins when the airline will accommodate pre-boarding needs
  - Height/size does not qualify for the need for special seat assignment (personal preference) unless there is a medical condition and certification.
- Seat assignment fees are treated as early bird check-ins
RECONCILING THE TRIP

The ‘Air’ tab

Using Private Vehicle instead of most economical options (flight)

• Total cost of surface transportation cannot exceed the equivalent lowest cost airfare plus local transportation to and from terminals. Total cost of surface transportation may include:
  o Meal or lodging, if a minimum of 300 miles per day are traveled by the most direct route
  o Parking, tolls, taxis and/or ferries
RECONCILING THE TRIP
The ‘Air’ tab

Comparable Flights
• Needs to be obtained at the time the original option chosen
• Should include several examples
  o Example: Claim that it is cheaper to fly into LAX and use a private car to San Diego instead of flying into San Diego.
  o Example: Decision to drive to San Francisco instead of flying
• Cannot be a “fully refundable” ticket
RECONCILING THE TRIP
The ‘Air’ tab

Exceptions to Coach and Economy Class Airfare

Last Updated: September 3, 2015 4:09:09 PM PDT

Find out about the special circumstances that may make a UC San Diego business traveler eligible for reimbursement of fares booked outside of policy.

Background: Employees should use coach or economy class for UC San Diego business travel, regardless of the purpose of the travel or the fund source. Fees for early check-in and priority boarding generally are not considered reimbursable and require a business purpose demonstrating the need for the early check-in.

Expenses incurred for purchasing tickets not considered coach or economy class are only reimbursable when:

- A higher cost service is the only service offered between two points
- Coach or economy class is more expensive than first-class, business or other typically higher cost service for the desired route due to scheduling difficulties requiring extra hotel and subsistence expense
- Coach or economy class is more time-consuming than first-class, business or other typically higher cost service for the desired route due to circuitous routing or long layovers when making connections
- The itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours
- A medical need or disability requires accommodation. The need/disability must be certified by a physician and chronic conditions updated annually, except in the case of permanent conditions which require a certification stating such.
**RECONCILING THE TRIP**

The ‘Ground’ tab

- Use the drop down menus to pick day and type of ground expense(s)
- If claiming mileage, enter miles traveled. The system will calculate the amount based on the mileage rate in effect as of the start date for the trip.
RECONCILING THE TRIP
The ‘Ground’ tab

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage, general</td>
<td>56.5¢</td>
<td>56¢</td>
<td>57.5¢</td>
<td>54.0¢</td>
</tr>
<tr>
<td>Mileage for moves</td>
<td>24¢</td>
<td>23.5¢</td>
<td>23¢</td>
<td>19¢</td>
</tr>
</tbody>
</table>

MyTravel will automatically apply the correct rate based on trip start date. Accordingly, mileage reimbursements that cover multiple years should be broken out into separate MyTravel claims.

The Mileage Reimbursement Rates page and Sample Mileage Log in Blink has been updated to reflect the changes with separate worksheets for each year.

Remember: Each leg of the trip must include a business purpose, including, for example, topics discussed.
## RECONCILING THE TRIP

### The ‘Ground’ tab

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Round Trip (Y/N)</th>
<th>Total Miles</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample only</td>
<td>9500 Gilman, La Jolla, CA</td>
<td>4168 Front St, San Diego, CA</td>
<td>Y</td>
<td>24</td>
<td>To attend weekly meeting with MSO. Topics discussed included strategic planning.</td>
</tr>
</tbody>
</table>

### Total miles traveled: 0

### Total amount to be reimbursed: $0.00

Calculated at the 54 cents per mile rate effective 1/1/16

I certify that the above is a true statement of the travel expenses incurred by me in the service of the University of California during the date(s) shown on the face of this claim, that all items were for the official business of the University of California, and that the vehicle used was covered by the minimum liability insurance required by university travel regulations.

Signature:  
Typed Name:  
Date:  

**Note:** Recommend that mileage logs be submitted on a monthly (preferred) or quarterly basis. (Consider fiscal year deadlines.)
Private cars

• The purpose for a private car (limo) needs to address why other, more economical options, were not used
  o Car rental
  o Shuttle service

• If used for a full day(s), provide an agenda reflecting the traveler’s schedule and need for such transportation
RECONCILING THE TRIP

The ‘Hotel’ tab

- Enter the nightly rate (incl. tax) for each day (even if the hotel was prepaid)
- Prepaid hotel amount will be reflected next to the ‘hotel total’ and at the ‘review and submit’ tab
- For local hotels paid via Connexxus direct bill program, it may take 5 to 10 business days to appear in the trip
- Upgrades to rooms need a business purpose
- If resort fees are optional, they may not be reimbursable
  - Access to gym, etc.
  - Check those nightly rates – they may change
- Claim expenses under the correct tabs:
  - Meals under M&IE
  - Parking under Ground
  - Internet under Other
RECONCILING THE TRIP

The ‘Meals’ tab

- Use the drop down menu to pick day and enter the meals & incidental expenses for that day
- Incidental expenses includes tips for baggage handling, housekeeping, etc.
- Receipts are **NOT** required
- M&IE was increased from $71/day to $74 for any trips starting > March 1, 2016
- If you spent $75 on one day and $60 on the other, you may not claim the $4 ($75 - $71 = $4) under the second day (claiming $64)
RECONCILING THE TRIP

The ‘Per Diem’ tab

- Hotel and Meals tabs are not available for trips over 30 days, outside of the continental US, or foreign travel; use the ‘Per Diem’ Tab instead
- Click on ‘Foreign Search’ to pick a location
- Selecting the city and country will prefill the amounts in the per diem tab for that location
- Note: the ‘number of days in this location’ prepopulates with a number based on the dates and time of travel entered at the start page
- Do not change anything if claiming 100% per diem
- Adjust the per diem rate for meals and/or lodging if claiming actual expenses that are less than allotted per diem
If claiming more than per diem, what “extra” steps must you do? (Hint: There are two of them.)

1. Provide the business purpose as to why other “more economical” choices where not appropriate.

2. Attach receipts evidencing “actuals.”
RECONCILING THE TRIP

The ‘Registration’ tab

- Do not enter any UCSD prepaid registration amounts. They will show under ‘UCSD Prepaid’ and in the total of registration.
- Registration paid with the travel card must be claimed as Traveler Paid.
If attending a local conference, can you claim meals?

No. Meal costs can be claimed only for travel longer than 24 hours that required lodging.

An expense for lodging within the vicinity of your home or headquarters is generally not eligible for reimbursement unless an early start time is combined with a distance greater than 40 miles.

IRS Taxable Fringe Benefit Guide specifically excludes meals unless the traveler is away from his or her home overnight as supported by a lodging receipt.
RECONCILING THE TRIP

The ‘Other’ tab

- Use this tab to claim other expenses such as internet access, ATM fees, visa fees, etc.
- Laundering may be claimed if the trip is > seven days
RECONCILING THE TRIP
The ‘Review and Submit’ tab

<table>
<thead>
<tr>
<th>Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>$355.00</td>
</tr>
<tr>
<td>Ground</td>
<td>$160.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>$175.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$37.46</td>
</tr>
<tr>
<td>Registration</td>
<td>$150.00</td>
</tr>
<tr>
<td>Other</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

- **Total Expenses**: $887.46
- **Total to be Distributed**: $887.46
- **Less Prepayments**:
  - 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**: $887.46

This is the total of all the expenses for this trip.

- Any prepayments and/or advances for the trip will be deducted here.
- List the amount to be paid directly to the traveler’s travel card here.
- This is the reimbursement amount to the traveler.
- Ensure the index(es) and amounts match the total amount for this trip.
- Use Summary notes for any explanation or additional information about the trip.
RECONCILING THE TRIP

The ‘Review and Submit’ tab

- Click on ‘Add an attachment’
- Use ‘Receipts Attachment’ type for all required receipts
- Use ‘Wire Request Form’ type when attaching a wire form for reimbursement
- Attach currency converts for required receipts reflecting foreign currency
RECONCILING THE TRIP
The ‘Review and Submit’ tab

What to do if there is a lost receipt?

• Describe the steps the department/traveler has done to try to get duplicate receipt(s) from vendor(s)
• What will the traveler/department do to avoid it from happening in the future
• Redact credit card statements to remove account numbers, home addresses, and personal purchases

Stay away from those “package” deals!
The process for requesting approval of “Exception to Policy” has been simplified. The Department approver no longer needs to use the “Send for Review” to the Travel Team. This enhancement allows preparers to request approval of an exception to policy during the process of claiming expenses. The feature is found on the “Review and Submit” tab.
RECONCILING THE TRIP

The ‘Review and Submit’ tab

- This page summarizes all of the expenses and charges to the index for this trip
- Click on ‘I Agree’ to certify the trip as preparer
- This will generate an email with a link to the traveler (employee only) requesting their certification
- After the traveler certifies, an email will be generated to the dept. approver for final approval of this trip
APPROVAL PROCESS

- Preparer submits
  - Traveler certifies if UCSD employee

Final Departmental Approver
- If trip is considered “low risk,” trip will “self approve” after seven days

Travel Department
- Not all trips are reviewed by the Travel Team
TRAVELER CERTIFICATION
UC San Diego employees only

Yes, the email is the only way a UCSD Employee traveler can certify a trip.
No, the travel office cannot regenerate the email to the traveler for certification. But, a reminder email goes to the traveler every 8 days.
Also, preparer can go into the email defaults for the trip and resend the email.
Travel

Latest Updated: December 12, 2014 8:10:20 AM PST

---

Travel news

* Submit MyTravel and MyEvents claims by December 12 to have expenses included in the 2014 calendar year.
* The Travel and Entertainment Team is pleased to announce that it is offering classes via UC Learning! We look forward to seeing you.

---

Do you need to...

* Ask a question
* Apply for a Travel Card
* Preauthorize travel
* Book travel
* Claim travel expenses
* Claim meeting & entertaining expenses
* Subscribe to travel news

---

Top 10

* Receipt requirements
* Mileage rates
* Calculating per diem
* Fly America Act
* Renting a car
* Meals for domestic travel
* Business travel insurance
* MyEvents: event examples
* About Connexous
ENHANCEMENTS

Have one? Let us know. Some of our greatest features are from feedback from our preparers and approvers!
Oh my, I hope we have enough time for some Q&A....
This presentation will be made available after today’s event.

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

Stephanie Chernau  
Travel Analyst  
SChernau@ucsd.edu  
858.822.1756
Don’t forget to stop by and visit us in the

Price Center East Ballroom