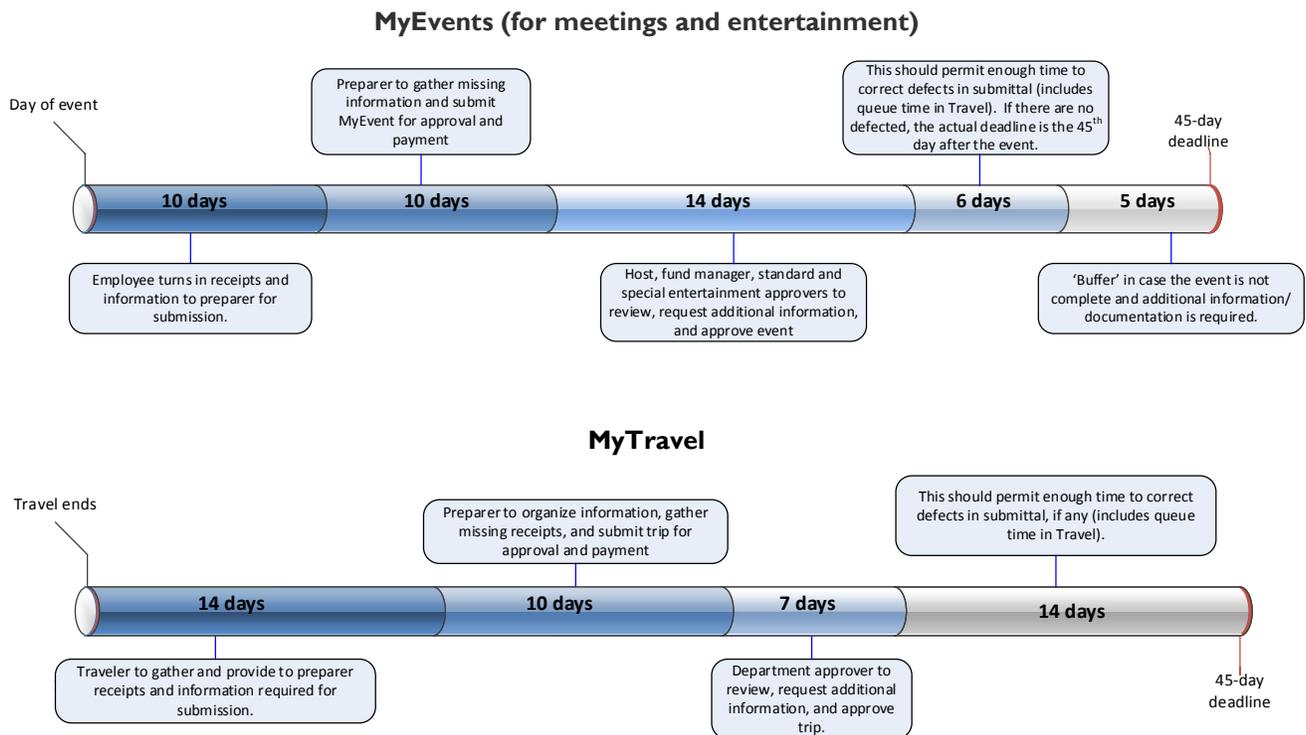**Timeframe Change for Travel and Entertainment Submissions for UC San Diego Employees**

Effective February 2015, trip or event claims for expenses submitted after 45 days may now be treated as taxable income and reported on the employee's W-2. This change is to ensure the University's accountable plan is in compliance with Internal Revenue Service (IRS) regulations and provides a common standard across UC locations for timely expense reporting. This includes any reimbursement amounts as well as any prepayments made on behalf of the traveler. (Please note that the employee may be able to claim the expense as a non-reimbursed business expense on their individual tax return. UC recommends consulting with a tax advisor for all personal tax matters.)

The final reporting of expenses is defined as the submittal to Travel of an accurate and complete travel or entertainment expense claim. The 45-day deadline starts from the day of the meeting or entertainment (MyEvents) or the last day of travel (MyTravel) and is inclusive of time to prepare the claim, obtain certifications and approvals, and provide all required information or supporting documentation. The following are *examples* to illustrate what this timeline might look like for MyEvents and MyTravel.

MyEvents (for meetings and entertainment)

Day of event

Preparer to gather missing information and submit MyEvent for approval and payment

This should permit enough time to correct defects in submittal (includes queue time in Travel). If there are no defected, the actual deadline is the 45th day after the event.

45-day deadline

10 days	10 days	14 days	6 days	5 days

Employee turns in receipts and information to preparer for submission.

Host, fund manager, standard and special entertainment approvers to review, request additional information, and approve event

'Buffer' in case the event is not complete and additional information/ documentation is required.

MyTravel

Travel ends

Preparer to organize information, gather missing receipts, and submit trip for approval and payment

This should permit enough time to correct defects in submittal, if any (includes queue time in Travel).

14 days	10 days	7 days	14 days

Traveler to gather and provide to preparer receipts and information required for submission.

Department approver to review, request additional information, and approve trip.

45-day deadline

If a MyTravel or MyEvent claim is submitted to Travel after the 45-day deadline, a clear justification as to why the claim is being submitted late is required. This additional justification will also be required if a claim is submitted within the timeline but is incomplete resulting in the completed claim being submitted to Travel after the deadline. This justification is necessary to support the claim in the case of an IRS audit, If a department continuously submits late claims, they will be asked to provide an action plan for compliance. Travel can assist in developing this plan. After 45 days for both MyEvents and MyTravel claims, the following may occur:

1. A one-time exception to policy is granted and the claim is paid.
2. The claim is treated as a late submittal but paid. The total amount of the trip/event will be treated as tax reportable and will be included on the employee's W-2. (This includes the amount of any prepayments made on behalf of the traveler, such as airfare, lodging, registration, and cash advances.)
3. The claim is not paid. (The employee may be able to claim the expense as a non-reimbursed business expense on their individual tax return. UC recommends consulting with a tax advisor on all personal tax matters.)

We appreciate that some of our travelers have back-to-back trips with minimal amount of time in the office, making it difficult to timely submit. Tools, such as the mobile version of MyTravel (which is available at either https://act.ucsd.edu/travel/m or on the UCSD app (m.ucsd.edu on your mobile device), may assist busy travelers in

uploading photos of receipts, hotel folios, etc. into the trip while traveling. We recommend that your preparer assist you in becoming familiar with this tool and the MyTravel process.

In an effort to improve processing times for MyEvents, the following enhancements have been implemented:

1. Hosts now receive a weekly reminder email to approve the event. (Previously, only one email was sent to the host with no reminders. Early results indicate 100%+ improvement in host approvals within two weeks of preparer submission.)
2. Electronic approvals are requested simultaneously instead of sequentially (moving from host, to fund manager, to entertainment approver, etc.). (Since this change, there has been a 166% reduction in time to approve an event from preparer submission to Travel queue for processing.)

In an effort to improve processing times for MyTravel, a new reminder email is now available to be sent to the preparer and/or traveler a week after a trip's end date.

Here are some things that you may do to ensure timely submission:

Travelers:

1. Understand and comply with UC San Diego travel policy. (Review UC San Diego Business Travel Policy Highlights.)
2. Work closely with your preparer. Make sure trips are preapproved prior to the start of the trip (or expenses being incurred), which will reduce the time to complete the trip upon your return. Provide the preparer with receipts, copies of conference agendas, and details about the trip to ensure the claim can be completed.
3. Use the MyTravel mobile version (https://act.ucsd.edu/travel/m or the UCSD mobile app) to upload photos of receipts (UCSD employees only) and enter expenses as they are incurred.
4. Immediately review and certify your trip once you receive the email notification (UC San Diego employees only). If you identify any discrepancies in the claim, have your preparer correct them immediately.

Hosts:

1. Understand and comply with UC San Diego meetings and entertainment policy.
2. Provide your preparer with receipts, agendas or topics of discussion, the names and company affiliations of the attendees, and details about the event to ensure the claim is complete.
3. Immediately review and approve the event once you receive the email notification.   If you identify any discrepancies in the claim, have your preparer correct them immediately.

Preparers:

1. Provide a detailed business purpose. Conference /workshop brochures or meeting agendas are helpful but not required.
2. For trips, enter expenses and attach receipts/documents as they become available. There is no need to wait until after the trip has been completed to start the reconciliation process.
3. Contact Travel via BFSupport to request clarifications or explanations of policies or procedures.
4. When known in advance, use BFSupport to request an exception to policy. If the need for the exception is identified after the fact, use the feature in MyTravel (at the Review and Submit tab) to request the exception when reconciling the trip.
5. Stay abreast of travel and entertainment policy and procedures; join the Travel electronic mailing list to obtain the latest information.
6. Enroll in a MyEvents or MyTravel in person or online course through UC Learning.
7. Work with your Department Security Administrator (DSA) to ensure your templates have alternate approvers for each level.

Approvers:

1. Monitor your [MyApprovals](#) queue daily. If you are an alternate approver, is there an event or trip that you should approve in the primary approver's absence?
2. Review and approve the event or travel as soon as possible. If you identify any discrepanicies in the claim, have the preparer correct them immediately.
3. Enroll in a MyEvents or MyTravel course through [UC Learning](#) or request a presentation by the travel team for your department. (minimum of ten participants).

Generally, the average time from the end of a trip to the date of final approval is 36 days, so this change in submittal timelines will not significantly impact many of you. But we are also sensitive that for some travelers, hosts, and departments, the change may require additional effort to expedite the submission process . If you have any questions on the approval process or the new timelines for submittal, please feel free to contact our department. If you have any specific events or trips for which you have concerns, please do not hesitate to contact us. We are here to assist you throughout the process. If you have any suggestions on ways we can improve MyTravel or MyEvents, please also let us know.