

Travel Session Q&As

As you know, due to changes in the State of Colorado travel regulations, University policies and procedures governing travel will be changing effective January 1, 2005. To help you prepare for the new travel rules, we'd like to take this opportunity to share some questions from the recent travel training sessions.

- **Do continental breakfasts count as meals?** Yes. If your hotel or conference provides a continental breakfast, you cannot be reimbursed for a different – or additional – breakfast that you buy that day.
- **Do airline meals count as meals?** Yes, if you purchase them. Be sure to ask for a receipt in case your day's actual meal costs exceed the Meal Receipt Threshold amount.
- **What is the significance of the Meal Receipt Threshold?** If the traveler's actual meal costs exceed the threshold, he or she must submit *all receipts* for all eligible meals for that day of travel. If actual meal costs are less than or equal to the threshold, the traveler does *not* need to supply receipts in order to be reimbursed. The threshold is 80% of the Maximum Meal Reimbursement amount for a location.
- **If I travel between multiple cities in a single day, how do I calculate my Meal Receipt Threshold?** The threshold for each meal is determined separately by the Maximum Meal Reimbursement amount for the specific meal in the specific location. *For example:* The traveler who has to buy breakfast in Denver, lunch in Amarillo, and dinner in Cancun will need to consider the rate for each meal in each specific location.
- **Is there a list of the Meal Receipt Thresholds (the 80% figure) for different locations?** Yes. Go to www.cu.edu/psc - click on Payable Services, Travel. In the grey box, select Meal Receipt Thresholds.
- **How do I learn the Maximum Meal Reimbursement amounts for my destination?** The State per diem rates for U.S. CONUS (48 contiguous states plus District of Columbia), US Other (Alaska, Hawaii, U.S. possessions) and Foreign (international) locations are published on the State web site. You can link to that site from the PSC web at www.cu.edu/psc - click on Payable Services, Travel. In the grey box, select Meal (Per Diem) Rates.
- **Are mini-bar charges on a hotel bill acceptable as a meal receipt?** Yes, if it is clear that alcohol was not purchased.
- **Are restaurant/room service charges on a hotel bill acceptable as a meal receipt?** No. You need to submit the original itemized receipt.
- **How can I bring my faculty up to date regarding the new travel policies and procedures?** Give them a copy of the helpful *Travel Step by Step Summary*...on the web at www.cu.edu/psc - click on Payable Services, Travel.

You Asked For It:

Travel Voucher Form Fixes

In response to requests from departments, we have made some additional modifications to our recently redesigned Travel Voucher (TV) form, including the following:

- **Today's Date** field was restored to the upper right corner of the TV since many departments noted that they use this date to track their travel reimbursement requests.
- **Honoraria Study Subjects 495102** was added to the drop-down list of Account chartfield values provided on the TV form. A number of departments use advances to accomplish this type of payment and need to record the transaction with the appropriate Account.
- The **Date** field – in the Traveler Expenses section of the TV form – has been expanded to accommodate a range of dates, as requested by many departments.
- The original 3-column **Meals** area has been reduced to a single column so that travelers can simply provide the actual meal total for the day(s), up to the Maximum Meal Reimbursement amount. (It is not necessary to divide meal costs as breakfast vs. lunch vs. dinner.)

Please note that this revised TV is dated 12/2004 (see the upper left corner of the form).

Proof of Payment, Revisited

Just to review... If you need to provide a receipt to document a travel reimbursement request, you need to provide Proof of Payment as well. If the Proof of Payment (POP) is not part of the original itemized receipt, you will need to supply some additional documentation (e.g., credit card summary slip) to note POP.

For travelers, this requirement is often overlooked in the case of **lodging deposits**. If you personally paid for a lodging deposit (in advance of your trip) and you subsequently paid for the balance of the hotel stay (during the trip), then you need to provide POP for both the deposit and the regular stay. A number of travelers remember to submit the zero-balance hotel invoice they obtained at checkout, but forget to include separate verification that the *deposit* was personally paid by them.

In summary, for all individuals requesting personal reimbursements – whether via the Travel Voucher (TV) form or the Payment Voucher (PV) form – **it is important that your POP fully supports the dollar amount of the requested reimbursement**. This means that your POP must be greater than or equal to the amount that you want to be reimbursed. POP cannot be less than the amount you are asking to be reimbursed.

Payment Voucher Reminders

Effective 1/1/05, please refer to the new Payment Voucher (PV) Usage policy and use the new PV form (dated 12-2004). **Older versions of the PV form will no longer be accepted.**

PSC NEWSLETTER

Published by: University of Colorado System
Procurement Service Center
Campus Box F716 P.O. Box 6508
Aurora, Colorado 80045-0508

Editor: Normandy Roden
(303) 724-0675
normandy.roden@uchsc.edu