

What's in a Name?

Travelers: we need to know who you are! Problems in travel reconciliation occur when the TAP record says the traveler is Greta Smith, the airline ticket is issued to Hazel G. Smith-Jones, and the Travel Voucher form is for Hazel Greta Smith. CU employees should always be identified by the name used in HR. Non-employees should use their driver's license name. *Remember:* Consistency in the use of your name will facilitate every aspect of your University business travel.

How Much do you Eat?

Ensuring Meal Reimbursements

When you travel on University business, do you know when you need to keep your itemized meal receipts...and when you don't need to bother? To determine the need for receipts, you must consider your eligible (reimbursable) meals each day and the Meal Receipt Threshold for your destination city. Then you evaluate your meal cost (food plus taxes and tip, excluding alcohol). You do not need receipts to be reimbursed up to the Meal Receipt Threshold (80% of Maximum Meal Reimbursement amount). You do need receipts to be reimbursed more than the threshold. Note that within the same day you cannot mix receipts and the threshold. Therefore, for each day in travel status, you will *either* provide all receipts *or* you will abide by the 80% rule. (When traveling with others on CU business, be sure to ask for separate meal receipts.)

When receipts are required, they must be original itemized receipts from the vendor, not your credit card receipts. *Exception:* The *International Meal Diary* form can be used in place of itemized receipts for international travel.

Special Notes on Sponsored Projects

University trips funded by Federal or other grants are subject to additional restrictions and require prior approval from the campus sponsored project office. *Don't know if you're using grant money?* Log on to FIN8, click on General Ledger, ChartFields. Use *SpeedTypes* to see if your Speedtype references a project. Use *Project* (Sponsor page) to learn the award type and sponsor.

Show us your Speedtype

Not sure of your 8-digit Speedtype number? Please verify your accounting information before you send us your Travel Vouchers to ensure prompt processing of your travel reimbursement.

Reconciling Study Subject Advances

Do you use Cash Advances to pay study participants? Be sure to use the appropriate Account chartfield – **552614 (Participant Costs)** – when reconciling the advance on your Travel Voucher.

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What's in a Number?

What identification number is required on the Travel Voucher (TV) form? If the traveler is not in the CU Vendor File, you must provide the Tax Identification Number (TIN) in order for the vendor record to be set up correctly. If he/she is in the Vendor File, you can use the Vendor ID Number instead. *What does not help?* Employee ID Number (EMPL ID) is not recognized by the Finance System voucher application. Please do **not** use this value on your TV forms.

How Much do you Drive?

Calculating Vehicle Mileage

Do you submit Travel Voucher (TV) forms to be reimbursed for business mileage that you drive in a personal vehicle? If you answered *Yes*, you will need to calculate your reimbursable miles in accordance with IRS regulations. **Effective May 1, 2005**, the Travel Voucher Usage Policy Statement limits reimbursable miles to the number driven *in excess of* the number of miles involved in the individual's daily (round trip) commute. The policy applies even in cases where the individual does not normally drive to the usual work place: e.g., the individual typically uses public transit for the round trip commute.

Example A: Joe generally drives 11 miles to and from his usual work site in downtown Denver for a **normal round trip commute of 22 miles**. Today, however, Joe needs to drive from his home to the Boulder Campus to attend an early morning meeting. After the meeting, he continues to his normal work place where he completes his work day and then drives home. As a result, today Joe drives **53 miles** – from home to Boulder to his office and back to his home.

Joe can request reimbursement for 31 miles today. This represents the number of miles that he drove in excess of his usual round trip commute ($53 - 22 = 31$).

Example B: Lucille usually takes the bus to work in Aurora. If she were to drive, her daily roundtrip commute would be 8 miles. Today she needs to use her car since she is participating in a conference at an offsite location, 12 miles from her house. The conference lasts the full day and Lucille drives home upon its conclusion.

Lucille can request reimbursement for 16 miles today. This represents the number of miles she had to drive in excess of her usual round trip commute ($24 - 8 = 16$). This calculation applies even though Lucille does not normally drive her personal vehicle to her usual work site.

Example C: Vance drives to his Colorado Springs office on Monday morning, leaves to attend a required function in Pueblo, and returns to the office.

He can request reimbursement only for the number of miles that he drove to Pueblo and back.

Note that the mileage calculation rules also apply on holidays or other off-times when the employee needs to report for work. **Department approval of the TV denotes verification that only eligible miles are being submitted for reimbursement.**