

Travel/Hosting Instructions & Tips

ATTN: P-Card holders using P-Card for travel: Any out-of-pocket expenses, including mileage reimbursement, MUST be itemized on the P-Card ATM Cash Withdrawal/Miscellaneous Form.

How to fill out and prepare the Travel and Business Hosting Expense Report:

(Available online at:

http://www.procurement.umich.edu/files/formsfiles/travel_business_hosting_expense.xls

(Please note that further directions are available on the first tab of the form)

1. Fill in the traveler/host name, address and Social Security number in the upper left.
2. Leave the Department Reference Number blank.
3. Leave the Voucher Number blank.
4. Place the vender number of the traveler/host in the vendor ID field. Please call Financial Services if you do not have a vendor ID for the traveler/host.
5. Fill in your name (department administrator) for the contact name and fill in the corresponding phone number and uniqueness
6. Fill in the event identifier. If you have not already obtained one they are available at <http://www.procurement.umich.edu/eventidnumberinstructions.html> and if you are not familiar with the process, directions are available at <http://www.procurement.umich.edu/travelbusinesshostingexpensereports.html>.
7. If the traveler/host does not want the reimbursement direct-deposited, initial in the box provided.
8. If only travel is being reimbursed please go to page 2 and if hosting was done go to page three and follow the below instructions.
9. Filling out page 2 for travel:
 - Fill in the purpose of the event, destination and departure and return dates. Please include the times as well.
 - Fill in the dates of the travel in the far left column.
 - Place travel amounts in each corresponding column and date row.
 - Place other expenses in the bottom section with the corresponding dates.
10. Filling out page 3 for Hosting:
 - Fill in the date, description, and amount of each hosting event
 - Fill in the purpose and business topics covered of the hosting event
 - Fill in the list of the attendees and their University Affiliation
11. After filling in the above, go back to page 1. The amounts will carry over from pages 2 and 3.
12. Fill in the chartfields to be charged in the rows with amounts.
13. If an advance was taken fill in the advance number and attach the advance sheet from Cashier's. If a payment is due back from the advance, please pay at the Cashier's Office and include the receipt with the expense report.
14. Fill in the traveler/host name
15. Fill in the Higher Administrative Authority name and title.
16. Fill in the Department Chair or Manager's name and title if the total expenses are between \$5,000 and \$10,000.

17. Fill in the Chancellor, Vice-Chancellor, Vice President, Dean or Major Director's name and title if the expenses are over \$10,000 OR if hosting was done.
18. Have the appropriate people sign and date the form.
19. Send the completed form and all original receipts to Karen Erridge in Financial Services at the address at the top of this page.

Tips when preparing the Travel and Business Hosting Expense Report and backup

General Tips:

- All RECEIPTS must be taped on clean white paper. This is because when the reports are filmed the machine will pick up unwanted printing.
- If the traveler is not an employee and not here to sign the report, than you should put "Not Available" in the signature box.
- Higher authority must sign and date the expense report. Must have Higher Authority's title.
- We cannot reimburse for future travel. No exceptions.
- We do NOT need a copy of the printout of the Event Identifier Number
- Any departmental guidelines that are more strict than what are outlined here are to be followed.

Travel Tips:

- **Airfare**
 - E-ticket/Internet-Original receipt/statement required indicating method of payment, flight times, and destination
 - Coach Only.
- **Lodging/Hotel**
 - An itemized receipt on the hotel's letterhead listing each transaction by day is required.
 - Must be single room rate.
 - Should always ask for discount for government employees
 - Limit of \$275 per day including taxes.
- **Meals**
 - Meals must be actual amounts and are limited to \$25 for breakfast, \$25 for lunch, \$55 for dinner. These amounts include taxes and tips. Please note that certain units may have more strict limits.
 - We pay for 3 meals a day only. We do not pay for meals unless traveler is gone more than 24 hours.
 - Alcohol is only allowed on the Gift (30000) or Designated (40000) funds, however, units may set prohibitions or limits on alcohol in these funds.
 - Receipts are only required if it is a Hosting (regardless of the cost).
 - No Per Diems allowed

- **Ground Transportation**
 - Can include: train, subway, shuttles, taxi, bus, or car rental
 - For rental cars, travelers should take great care in the selection of economical choices when determining when to rent a vehicle versus taking public transportation. The potential parking charges and fuel expenses related to the car rental must be primary cost factors within the overall cost analysis, especially when driving to low-fare destinations such as Chicago. The University will reimburse up to mid-sized vehicles only. The collision damage waiver (CDW) must be declined and is not a reimbursable expense because the University is self-insured.

- **Mileage**
 - Mileage starts at the Dearborn campus, not from home.
 - 12-mile limit from campus to airport each way, unless you live closer than 12 miles.
 - If traveler drives to his/her destination, then there must be two prices of coach airfare and can only claim up to what it would cost to fly coach. Expedia.com and priceline.com are good sites to use. A printout of the airfare is required.
 - If the traveler is going outside of the state of Michigan, please print directions at www.mapquest.com to show the distance from the Dearborn Campus.
 - Some acceptable reasons to drive a personal vehicle is to transport materials or if several travelers are going on the trip.
 - The current mileage rate is \$0.55 per mile.

- **Other Expenses**
 - May include: parking, gasoline, registrations, phone calls (one to two per day under \$15 in total), non-meal tips, laundry (after 7 or more travel days), faxes, photocopies, conference materials, internet services or other business related expenses.
 - Receipts ARE required except for tips

- **Foreign Travel**
 - Foreign travel requires daily conversions, printed and attached to report.
 - Oanda.com is a good and easy site to use. The exchange rate changes on a daily basis.

- **Non-Reimbursable Travel Items.**
 - Baby sitting expenses**
 - Bottle deposits**
 - Clothing or toiletry items**
 - Commuting between home and work**
 - Corporate charge card delinquency assessments**
 - Country club dues**
 - Expenses related to vacation or personal days taken before, during, or after a business trip**
 - Flowers for non-University business**

Loss Damage Insurance when University agency is available and another auto agency is used

Loss or theft of cash advance money or airline tickets

Loss or theft of personal funds or property

Lost baggage

Luggage and briefcases

Magazines, newspapers, personal reading materials

Medical expenses while traveling

Movies

Personal entertainment

Pet care

Recreational expenses

Saunas, massages

Shoe shines

Souvenirs or personal gifts

Spouse's, dependent's, friend's, acquaintance, or parent's transportation, lodging, and meal expense

Travel accident insurance premiums.

If the item in question is not listed, please call Noel at 3-5410.

Travel Advance Tips:

- **Travel/Hosting Reports with advances are audited in Dearborn and then forwarded to Ann Arbor for second audit and check-writing. This process takes up to 8 weeks.**
- **Travel and Hosting with advances must have a copy of the Promissory Note attached.**
- **Advances are issued with the understanding that the funds would be accounted for by the DUE DATE (30 days upon return). This is in compliance with Standard Practice Guide #501.7, which is based upon Internal Revenue Service regulations and with the agreement that was signed on the Travel/Host Advance Request/Promissory Note. If a payroll deduction becomes necessary, the privilege of obtaining future travel advances and /or lump sum advances will be suspended indefinitely.**

Hosting Tips:

- **Itemized receipts ARE required (order stubs are not acceptable)**
- **Hosting requires the signature of a Dean, Vice-Chancellor, or Chancellor.**
- **Host/Hostess must sign and date along with their title.**
- **Must list if it is a breakfast, lunch, or dinner meeting and purpose of meeting or event.**
- **Must list the attendees and the University Affiliation.**
- **Meals must be actual amounts and are limited to \$25 for breakfast, \$25 for lunch, \$55 for dinner per person. These amounts include taxes and tips. Please note that certain units may have more strict limits.**

P-Card Receipt Exception per SPG:

Travel and business hosting purchases made on University of Michigan P-Cards do not require receipts except in the case of hotel and non-taxi transportation expenses, where original receipts are required regardless of amount. Documentation of business purpose, destinations, dates of event or trip, and list of attendees with University affiliation are still required.

Questions: Please call Noel Hornbacher at 3-5410 or email: noelhorn@umd.umich.edu.