

Travel and Employee Expenses

UGA Financial Management System



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Objectives

1

Understand how travel and expenses are processed in the UGA Financial Management System

2

View the ways to log into the UGA Financial Management System

3

Create a travel authorization

4

Create an expense report

5

Describe the different expense types and their use in expense reports

Understanding Travel at UGA

Travel and Employee Expenses



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Regulations

- The State of Georgia Accounting Office and the Governor's Office of Planning and Budgets are responsible for issuing statewide travel regulations.
- UGA is required to report all travel expenditures for UGA employees annually to the Georgia Department of Audits and Accounts.
- As mandated by the Internal Revenue Service (IRS), UGA maintains an accountability plan for employees and non-employees.
 - Employees submit job-related expenses through the Expenses module.
 - Non-job-related employee expenses are submitted through the Accounts Payable module.
 - Payments to non-employees are submitted by UGA employees via Payment Requests in the Accounts Payable module.



Requirements

- Travel reimbursements must be filed and approved in timely fashion
- Per University System of Georgia policy and IRS regulations, reimbursements filed in excess of **60 days** are taxable income.
 - This is not a new requirement; however, it may feel new because our legacy systems were not built to enforce the requirements and the new systems have this control built into the functionality.
 - Expenses must be completely through the approval process and sent to be paid by 60 days to avoid becoming taxable income.
- It is UGA's policy to **not** provide travel advances.

Travel and Expense Documents

There are two types of documents that you can create or submit within the Employee Self Service page of the UGA Financial Management System:

- **Travel Authorization**: Employee request for approval to travel more than 50 miles outside of Georgia. This is the official record of employee travel for the University.
 - Travel Authorizations are filed and need approval prior to departure.
Note: Departments may elect to require a TA for in-state travel.
- **Expense Report**: Form that is submitted for reimbursement of job-related employee expenses along with applicable receipts. This document requires certification by the employee submitting the expense.
 - Expense Reports are filed once travel is completed.

Getting Started

Travel and Employee Expenses



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What Do I Need Before Starting?

Before completing a Travel Authorization or Expense Report, or even logging into the UGA Financial Management System, go through the following checklist to ensure that you have all you need to complete the work in one sitting:

- Access to a computer, tablet, or mobile device with Internet connection
- Access to Cisco AnyConnect (VPN) if off-campus
- Departmental or Unit Chartstring
 - Your business manager may give you an Accounting Tag for use on the Travel Authorization and/or Expense Report
- Knowledge of your estimated expenses for TAs
- Necessary receipts for expense report entries
- Quick Guide for [Travel-Related](#) or [Non-Travel Expenses](#) to ensure you are using the appropriate expense types



Logging In

- The UGA Financial Management System can be accessed via web browsers on both your computer and mobile devices.
 - NOT an app – connect via <https://financials.onesource.uga.edu>
 - Can use any browser, but Microsoft Edge not recommended
- In addition to your UGA Single Sign On (SSO) credentials, ArchPass Duo authentication is required for access to UGA Financials.
- When attempting to access UGA Financials while off-campus, you will need to make sure you are connected to the University's VPN, Cisco AnyConnect.

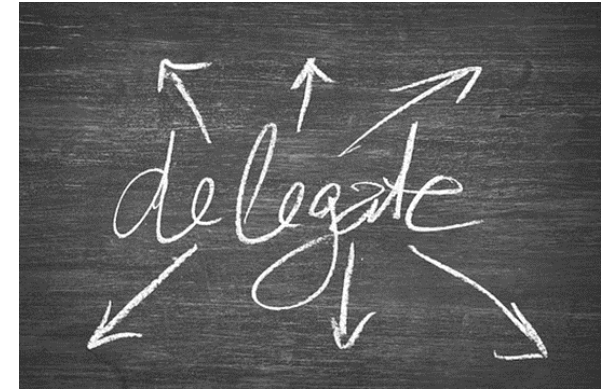


Signing In and Out



Signing In and Out via Mobile

Delegation



- Delegates are assigned by the employee
 - The employee can assign more than one delegate
- The following authorizations can be delegated:
 - TAs: create, modify, and submit Travel Authorizations to one or more other individuals.
 - Expense reports: create and modify but **not submit**
- Per requirements set by the State Accounting Office of Georgia, the employee being reimbursed is required to certify the expense report during the submission process.
 - The delegate cannot certify and submit for the employee. They will fill out the expense report then the employee will log in to review and submit.



Delegating Travel and Expense Responsibilities

Travel Authorizations & Direct Billing

Travel and Employee Expenses



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Travel Authorizations

- Travel Authorizations are a non-encumbered request to travel by employees. They are used primarily for your college, school, department, or unit to monitor the proposed travel and estimated expenses incurred.
 - It is important that all employees plan their travel, submit a completed and approved TA before the date of departure.
- Authorizations are required for out-of-state travel. Departments may elect to use a TA for in-state travel. Consult with your business manager if you have questions about TAs.
- Travel authorizations can be linked to expense reports for six (6) months after the creation date of the authorization.
 - Once a TA is linked for the first time, it turns to a closed status but can still be linked to additional Expense Report for up to 6 months.



Creating a Travel Authorization

Tips for Approval

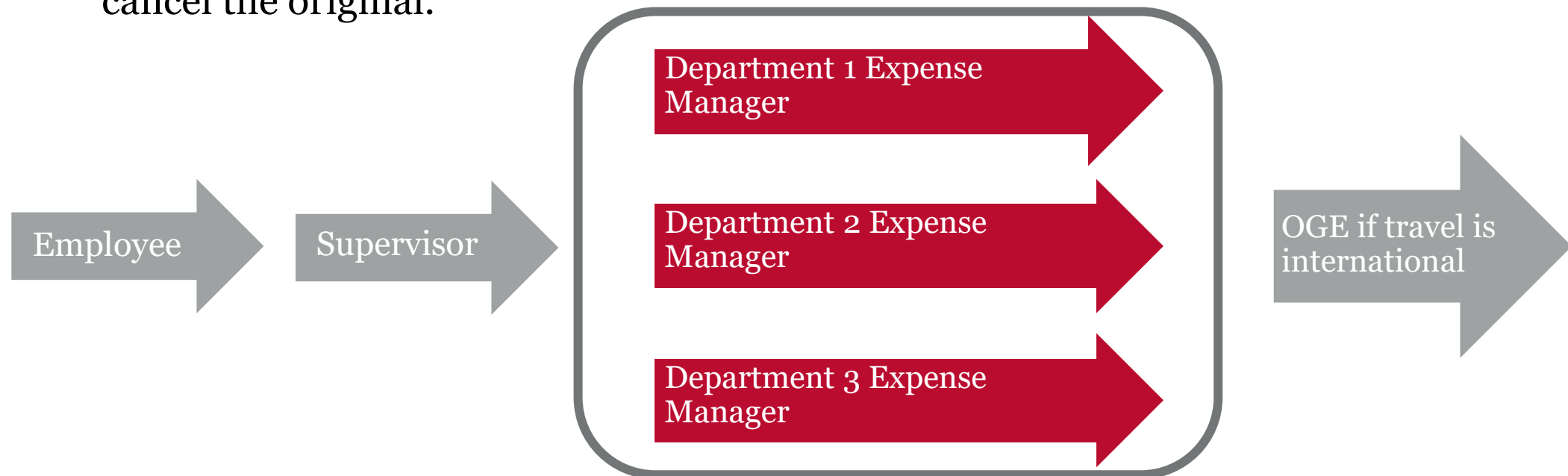
Travel Authorizations:

Travel to international destinations should use the International Expense Types below. International travel authorizations require approval from the UGA Office of Global Engagement. International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority>. International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered. **New**

- ✓ Use the **Notes** feature to provide additional information about the name and location of the event, what you will be doing, and what funds you hope to be reimbursed from for the trip.
- ✓ For any single TA, you should only use the appropriate lines within the Details section
 - Domestic Travel- Top Two Lines
 - International Travel – Bottom Two Lines
- ✓ Travel to international destinations should use the International Expense Types.
 - International TAs require approval from the UGA Office of Global Engagement. International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority>.
 - International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered.
 - Some international destinations require travel authorizations to be submitted up to 6 months prior to the intended travel.

Travel Authorization Approvals

- Once a travel authorization is submitted, it is placed in the approval workflow.
- If you need to update or have questions about who your approvers are, please consult with your business manager(s) for more information.
- Once approved, travel authorizations can not be changed.
 - You will need to create and submit a new, correct travel authorization for approval and cancel the original.



Direct-Billed Expenses

- 4 types of direct bill:
 1. Employee Airfare – only one that requires action on an Expense Report.
 2. Employee Car Rental– Contact the rental company (Hertz or Enterprise) directly, give them a TA number, they will generate an invoice entry, which is then paid via a Journal Voucher (JV).
 3. Non-employee Airfare – Contact the travel agency and get an invoice for each traveler, complete a Payment Request, then get tickets.
 4. Hotel/Visiting non-employee – Requires an agreement with hotel in which they will send an invoice to the Accounts Payable office, then you will complete a Payment Request post-stay.
- You can utilize **Concur Travel** to arrange your airfare and make hotel and car reservations. More information on Concur can be found [here](#).



Authorizing Direct-Billed Airfare

- If employee airfare is to be direct billed to UGA by one of university's authorized travel agencies, it should be included on the travel authorization.
 - Accounts Payable will receive an invoice from the travel agency and will process the charges to the ChartField distribution that was indicated on the travel authorization.
- When submitting an expense report involving direct billed airfare already paid to the travel agency by UGA, the traveler (or delegate) will be required to key the airline ticket number (or alternative identifier) on the expense report to verify that the ticket was used.





Creating Expense Reports

Travel and Employee Expenses



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Expense Reports

- An Expense Report is a reimbursement request by an employee for official business or travel related expenses.
- For out-of-state travel, the employee must link a travel authorization to their expense report.
 - Accounts Payable will return submitted expense reports that do not link to a TA.
- Expense Reports can be created by the traveler and his/her delegate.
 - Since financial reimbursements are involved, only the traveler can **submit** the report.



Creating an Expense Report



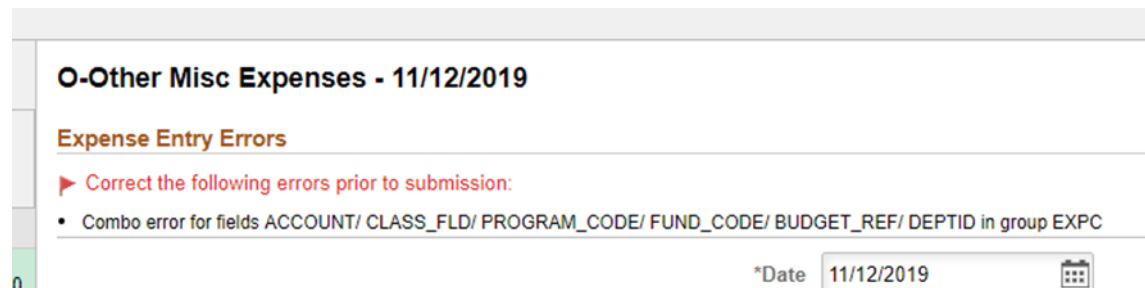
Creating an Expense Report as a Delegate



Linking a TA to an Expense Report

Budget Reference

- The **Budget Reference (Bud Ref)** is a ChartField value that identifies the corresponding fiscal year budget that will fund the transaction.
 - The **Fiscal Year (FY)** for UGA runs from July 1st through June 30th of the subsequent year
 - Example: FY2020 runs from July 1st, 2019 through June 30th, 2020
- When working with Travel and Expenses, ensure that you are entering the correct FY in the **Bud Ref** field.
 - An incorrect fiscal year reference will cause Budget Checking Errors such as attempting to access a closed budget.
 - The absence of a Bud Ref will cause a Combo Error which will prevent the transaction from being submitted.



O-Other Misc Expenses - 11/12/2019

Expense Entry Errors

▶ Correct the following errors prior to submission:

- Combo error for fields ACCOUNT/ CLASS_FLD/ PROGRAM_CODE/ FUND_CODE/ BUDGET_REF/ DEPTID in group EXPC

*Date 11/12/2019

0

Chartstring Entry

- In the UGA Financial Management System, there are two ways to enter the chartstring information for a travel authorization or expense report.
 - Enter 10-character (max) Accounting Tag
 - Enter the chartstring values manually by clicking the Accounting Information button
 - Please consult with your business manager if you have questions about your chartstring.
 - When manually entering the chartstring, please ensure that you enter all the necessary values:*
 - **Bud Ref = Fiscal Year** (Pay special attention to this from late June – early July)
 - Account Code
 - Fund
 - Program
 - Class
 - Department ID
- *Additional ChartFields may be required based on funding or departmental requirements

Things to Consider

1. Per Diem (at discretion of Department/Unit)

- In-State
- Out-of-State Domestic
- Out-of-State International
- Provided Meals
- Group Meals



2. Lodging

3. Mileage

4. Air Travel

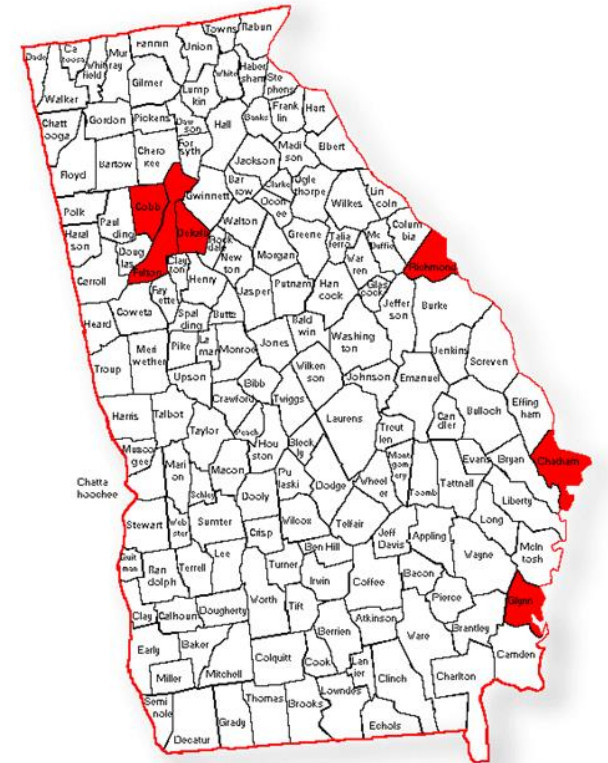
5. Car rental

6. Ground Transportation




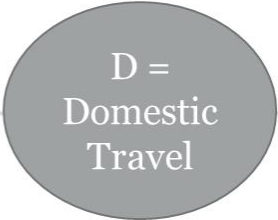
In-State Per Diem Expenses

- Per Diem rates for instate travel do not use GSA rates for Georgia
 - Standard per diem rate is **\$28/day**
- There is a small number of counties in Georgia that are considered high-cost travel areas.
 - Please refer to the [UGA Travel Policy](#) for a list of those counties.
 - High Cost per diem rate is **\$36/day**
- In-state per diem rates only include the cost of meal expenses and **NOT incidental expenses**
 - Incidental expenses may be reimbursed separately as actual costs



In-State Per Diem Expenses

- According to USG policy, per diem allowances are only provided for **overnight** travel
 - The traveler is eligible for 100% of the per diem allowance for each day (including the days of departure and return)
 - Per Diems do not require receipts
- Per USG policy, **NO** per diem allowances are provided for day trips

Expense Type 	
D-GA Meals High Cost Overnight	
D-GA Meals Regular Overnight	



Exploring Expense Types: In-State Per Diem

Out-of-State Domestic Meals

- Per diems for out-of-state domestic travel follow GSA per diem rates and will populate automatically within the UGA Financial Management System based on the destination of travel
- Similar to in-state travel, per diem rates only include the cost of meal expenses and not incidental expenses.
- Incidental expenses may be reimbursed separately as actual costs

▼ **Employee Domestic Travel** 18 rows

Expense Type ◇
D-Meals Out of State Deprt/Rtn
D-Meals Out of State Full Day



Out-of-State Domestic Meals

- On a travel departure and return day, travelers are only eligible for 75% of the per diem.
- Per diem is allowable based on:
 - Departure Day- where the traveler will spend the night for official business
 - Return Day- where the traveler spent the night on official business before returning to their home base
- For example, if you are leaving for New York City, you are eligible for 75% of NYC's per diem allowance. This reduced rate is the same for your day of return.



Exploring Expense Types: Out-of-State Per Diem

Out-of-State International Meals

- For international travel, incidental expenses ARE included with the per diem rate.
- The per diem rate to be used on the days of departure and return should be the international travel location.
- Travelers are only eligible for 75% of the per diem on day of departure and day of return.
- Incidentals are included in the per diem rate
 - Incidentals are expenses such as fees and tips given to porters, baggage carriers, bellhops, hotel housekeeping, stewards and stewardesses, and hotel staff.



Exploring Expense Types: International Per Diem

Deducting Provided Meals

- Meals (breakfast, lunch, and/or dinner) provided to the employee as part of the cost of a conference registration, or otherwise, are considered ineligible in the calculation of per diem.
- These meals are deducted in the UGA Financial Management System by using the "Per Diem Deductions" option under "Additional Information."

☰ Per Diem Deductions >

- The amount deducted is determined on the daily per diem for the meal missed and the travel destination.
 - For departure/return days of out-of-state travel, any provided meals are deducted from the reduced allocation (75% of full day).



Recording Group Meals

- UGA is required to report travel expenses for every employee to the Georgia Department of Audits & Accounts.
 - Meal costs for non-employees are not required to be reported via distribution.
- Group meals - a meal that is attended by one or more UGA employees and paid for by one of the employees.
 - The expense must be assigned to the correct employee.
- To record these expenses, select the D or I Group Travel by Emp expense type:

D-Group Trav By Emp For Non Em
D-Group Trav Pd By Emp For Emp

I-Group Trav By Emp For Non Em
I-Group Trav Emp Pd For Emp

- Under "Additional Information", select the Additional Attendees option.
- List the name of each participant and the amount that should be reported for each.
- Only the traveler that paid for the meal can record the expense.



Exploring Expense Types: Group Meals Travel

Lodging

- Employees who travel more than 50 miles from their home, office, residence, or headquarters may be reimbursed for lodging expenses associated with overnight travel.
 - Map your intended travel using Google Maps or similar service
- Written pre-approval must be obtained when lodging is required within 50 miles of your primary office or residence. While this does not require a TA, written pre-approval should be maintained at the department/unit level.
- Services that offer the rental of private residences are **prohibited**.
 - This include AirBnb, VRBO, HomeAway, and other similar service providers
 - **Some exceptions may be made for international travel**



Lodging

- UGA employees traveling on official business should not be charged **county or municipal excise tax** (“hotel/motel” or “occupancy” tax) on lodging regardless of the payment method being used.
 - The [Hotel Exemption](#) form can be found here. It should be completed prior to travel and submitted to the hotel clerk upon check-in.
 - Employees are required to pay any state/local sales and use taxes.
 - This exemption does not apply to employees staying at an out-of-state hotel/motel.
- If lodging is direct-billed to the University of Georgia, the hotel/motel should not collect any taxes associated with the lodging expenses.
- As of October 2019, you are **not** required to itemize lodging expenses.
 - You are now able to enter the amount for the entire duration of your stay and the **number of nights**.



Exploring Expense Types: Lodging

Mileage



- UGA mileage reimbursement rates are determined by the State Accounting Office of Georgia. UGA will update rates only upon notification from the State Accounting Office.
- \$0.585 per mile for travel on or after January 1, 2020
- Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination.
 - If an employee departs from or returns to headquarters, mileage is calculated from headquarters to the destination point (and vice versa).
 - If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, **with a reduction** for normal one-way commuting miles from his/her residence to headquarters.
 - If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, **with a reduction** for normal one-way commuting miles.
- The direction of the meeting or temporary workstation from the employee's residence is not factored into the reimbursement.



Exploring Expense Types: Mileage

Air Travel



- It is State policy that state officials or employees traveling by commercial air carrier travel in the most cost-effective manner and utilize the lowest possible coach fares.
 - Reimbursement of first class is prohibited.
- The Fly America Act requires international flights to be U.S. carriers when traveling on federal funds.
 - You can choose an International carrier if code sharing is present with a U.S carrier AND the rate is better than any current U.S carrier rate.
 - Code sharing is present when two or more airlines “code” the same flight as if it was their own.
- Travelers will be required to provide airline ticket numbers on Expense Reports.
 - If a ticket number is not provided, a confirmation number is also acceptable.
- Air Travel can be direct billed or employee paid



Exploring Expense Types: Air Travel

Ground Transportation

- Ground Transportation is a broad category that includes expenses incurred for taxis, shuttles, metros, subways, or any other form of acceptable public transportation system.
- Examples of Ground Transportation Services include:
 - Groome for shuttles to and from the airport
 - MARTA for public transportation within the City of Atlanta
 - Uber/Lyft for ride sharing
- There is a separate expense types for car rentals



Exploring Expense Types: Ground Transportation

Auto Rental



- Two mandatory contract providers:
 - Rental starting in Georgia: Hertz (preferred) or Enterprise
 - Rental starting outside of Georgia: Hertz
- Employees traveling on State business in a rented motor vehicle are covered by the State's liability policy. Therefore, liability coverage should be declined when renting a motor vehicle.
 - When traveling to destinations outside the Continental U.S. (OCONUS) apart from Canada, the State Risk Management Department recommends that travelers accept collision insurance.
 - If an employee rents outside of the statewide contract when the contract provider is not available, they should purchase the additional coverage that addresses loss or damage to the rental unit. Travelers will be reimbursed for the additional insurance coverage.
- Contact the DOAS Risk Management Services Department regarding any questions related to rental car insurance coverage.



Exploring Expense Types: Car Rental

Time for
a Break



Expense Report Submission

- Expense reports must be submitted in a timely fashion after completion of travel.
 - Reimbursements filed in excess of **60 days** are subject to becoming taxable income.
- Delegates can prepare expense reports but **only the traveler can submit.**
- All expenses submitted for reimbursement should have a valid business purpose.
 - Check the [UGA Employee Travel Policy](#) for further details.



Submitting an Expense Report Prepared by a Delegate

Saving Receipts While Traveling

- Receipts must be included when submitting an expense report
- Always keep the original paper receipt
- Document receipts by taking a picture with a mobile device
 - Email them to a delegate
 - Save them to a shared OneDrive folder
- The UGA Financial Management System includes the My Wallet feature
 - Allows the traveler to create expenses and attach receipts to later import to an expense report.
 - **Note:** This method does not work for per diem meals.



Adding a Quick Expense to My Wallet



Applying My Wallet Entries to Expense Reports

Required Receipts

Receipts are required for the following:

- Meals purchased in lieu of those provided at conference
- Lodging
- Airfare
- Railroad
- Rental Cars
- Gas purchased for rental cars
- Supplies
- Registration Fees
- Laundry Services (when travel exceeds 7 days)
- Visa/Passport Fees



Managing Expense Reports

- A few useful tricks when working with expense reports:
 - Copying an Expense Report
 - Copying Expense Lines
- When copying (or deleting) an expense report, the appropriate expense report must be at the top of the list.
 - Use the filter options on the My Expense Reports page to get the appropriate report to the top of the page.



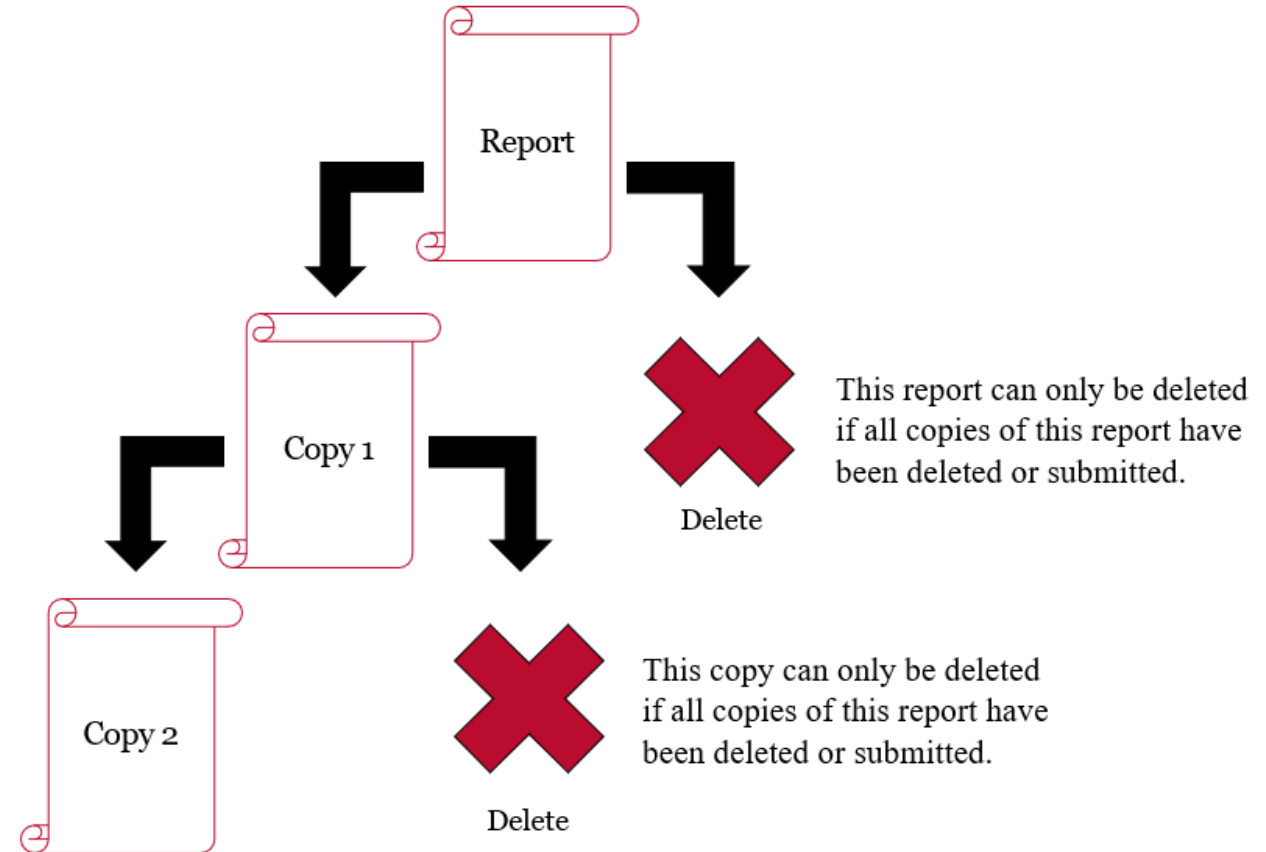
Copying an Existing Expense Report



Copying Expense Lines in an Expense Report

Copying Expense Reports

- The UGA Financial Management System allows employees to create copies of an existing expense report to use as a template for future reports
 - This functionality is extremely useful for employees who routinely travel to the same location
- When an expense report is copied, you will need to update the dates and amounts for the expense lines as needed
 - Attachments are not carried over, so new attachments will need to be attached





Tips for Approval

Expense Reports:

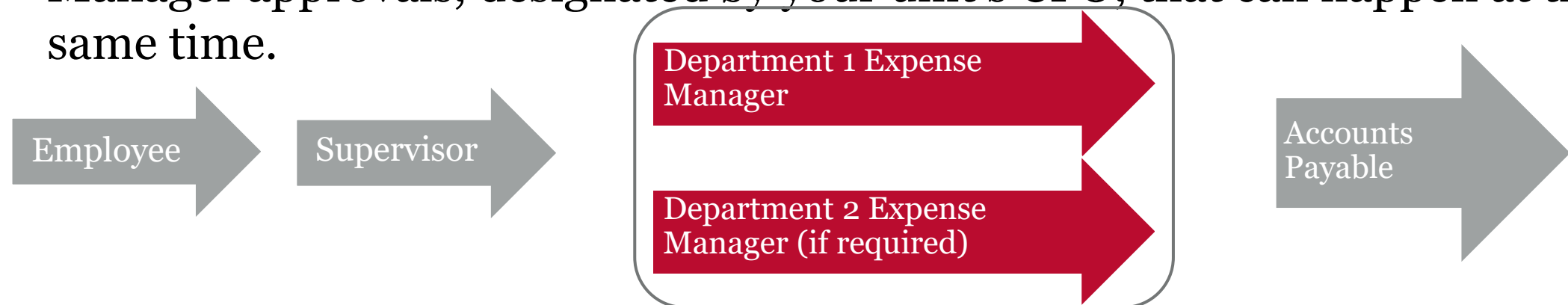
- ✓ All attached receipts must show a zero-balance owed, the amount paid, how it was paid, who paid it, etc.
- ✓ For international travel, all expenses should be converted to US Dollars.
- ✓ Ensure that the appropriate expense types are being used. For a single expense report, all the expense lines should be from the same expense category (Domestic Travel, International Travel, Entertainment, Supplies and Other)
- ✓ Within the Description field, try to provide as many details as possible about the expense to help the approver understand the nature of the expense.

Approval for Travel Expense Reports

- Reports-To data is maintained in OneUSG Connect and indicates the reporting relationship between positions. The UGA Financial Management System also uses the data for workflow on travel items so they are routed to the correct supervisor.



- Expense Reports with multiple chartstrings will have multiple Expense Manager approvals, designated by your unit's CFO, that can happen at the same time.



Non-Travel Expense Reports

Travel and Employee Expenses



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What is a Non-Travel Expense?

- Sometimes during the course of normal business, an employee may incur an expense on behalf of the University and need reimbursement. These types of employee reimbursements should be submitted via an Expense Report.
 - These expenses should be minimal and non-routine in nature.
- Be sure not to confuse non-travel expenses with transactions that would otherwise be processed through UGAmart or a Payment Request.
 - Expenses must be job-related to be reimbursed through an expense report.



Creating a Non-Travel Expense Report

Entertainment

- Employees who take non-employees to lunch are eligible for reimbursement via an Expense Report.
 - These expenses are **not** travel related and are **not** considered “Supplies & Materials”.
 - For other meal functions prior approval is needed and must be attached to the Expense Report using the [Group Meals Authorization Form](#) under the O – Grp Meals Non Travel expense types O-Grp Meals Non Travel Emp O-Grp Meals Non Travel Non Emp
- For expenses incurred during situations similar to those mentioned above, you would select the E-Entertainment expense type within the UGA Financial Management System.
 - You **must fill out the “Add Attendees” section** to list the attendees, particularly by type - faculty, staff, student, grad assist, non-employee, etc.
 - More information on the University's Entertainment policy can be found [here](#).
 - You must attach a receipt to the expense line.
 - The University’s entertainment form is **not** required when completing an expense report.



Exploring Expense Types: Entertainment

O – Supplies and Other Expenses

- When completing an expense report for non-travel expenses, you should limit your expenses to the E-Entertainment or the O-Other expense type categories.
- The O-Other expense type are goods and services that would typically be purchased through UGAmart but were purchased by the employee due to extenuating circumstances.
 - Example: O- Instructional/Lab Supplies would be used if additional gloves and safety goggles were needed for a lab in a couple hours, so a purchase was made out-of-pocket.
- The **O-Other Misc Expense** option should rarely be used and only if the incurred expenses do not fall into any of the other provided expense types.



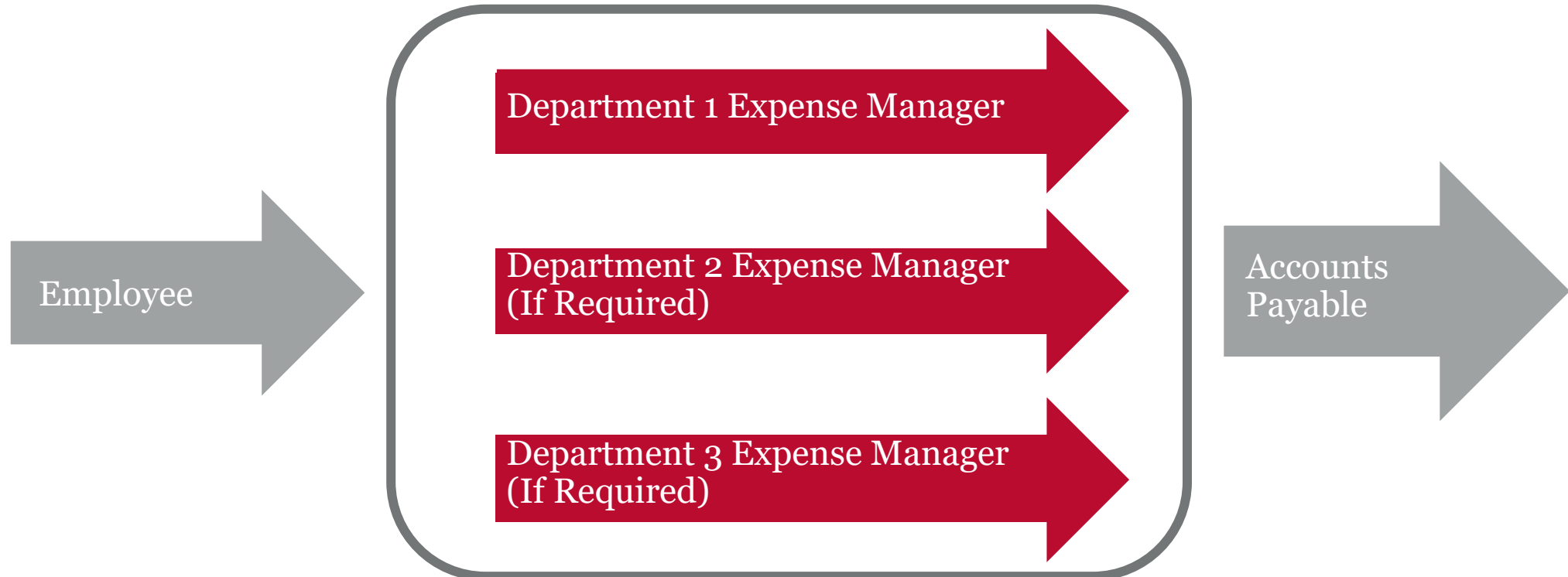
Quick Guide for Non-Travel Expenses



Exploring Expense Types: Supplies and Other Expenses

Non-Travel Expense Report Approvals

- No Supervisory approvals step on non-travel expenses
- Multiple Distributed Expense Manager approvals can happen at the same time
- Transactions are final only when all approvals are complete



Workflow

Travel and Employee Expenses



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Approval Actions

- In the Travel & Expenses modules, approvers at each level of the workflow can take one of four actions:
 - **Approve:** moves the document to the next stage in the approval path
 - **Send Back:** returns the document to the user for revisions
 - Users can go in and make the recommended edits, then resubmit the document
 - **Deny:** “kills” the document and does **NOT** allow for user resubmission
 - This action is taken when expenses are determined by the approver to be non-reimbursable due to nature of the expense/travel or method of reimbursement
 - Once an expense report is denied, it cannot be deleted for auditing purposes
 - **Hold:** keeps the document in the current stage of the workflow
 - This action is taken when the approver needs to gather additional information from the submitter or a previous approver



Editing and Resubmitting a Sent Back Expense Report

Reimbursing Employees

Travel and Employee





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Employee Travel Reimbursement Steps

End-User Steps


-  Expense report submitted by employee
-  HR Supervisor approves




-  Expense Manager approves




Central Steps


-  SPA approves if needed by fund source and type of expense



-  AP approves after audit and verification of sufficient budget

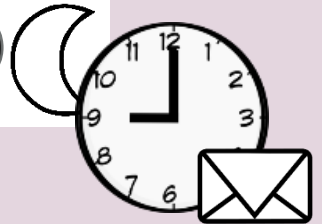


-  Employee notified the request has been approved for payment

-  Expense report staged for payment in afternoon PayCycle run

-  PayCycle executed, payment file created

-  Expense Report payment info updated in UGA Financials

-  In PM, employee notified of payment processing

-  Payment file uploaded to UGA's banking institution

Bank Steps

-  UGA's bank disburses payment to employee bank

-  Employee's bank applies payment within **2-3** days

Payment to Employees

- Reimbursements will be deposited into traveler's bank account.
 - The bank account designated as the employee's payroll direct deposit in OneUSG Connect is also used by the UGA Financial Management System as the direct deposit account for employee travel and expense reimbursement.
 - Can take up to 3 business days to reflect in bank account.
- Traveler will receive email notification when expense report has been approved for payment.



Reviewing Expense History

- Your expense reports are kept conveniently for your review as needed.
- Once fully approved (or denied), expense reports will be listed on the Expense History page. You can click on any report listing to see details and approval status.
 - Starting from the Employee Self Service page, you can navigate to the Expense History page by clicking [Expenses > Expense History](#).



Reviewing the Status of an Expense Report

Wrap Up

Travel and Employee Expenses



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Today, you have learned to:



Understand how travel is processed at UGA

Maintain your employee profile

Process direct-billed expenses

Create, review, and submit travel authorizations

Create, review, and submit expense reports

Select the appropriate expense type on an expense report

Understand approvals and workflow for travel and expense transactions

Resources



To browse our selection of quick reference materials, check out the [Quick Reference Materials for Employees](#) page in the OneSource Training Library.



Did we not cover your topic/question in this presentation? Check out the [Travel & Expenses](#) section in the OneSource Training Library to explore our full collection of lessons.



Are you an approver within your unit or department? Check out our [Approvals for Travel and Expenses](#) course for a refresher on the process and best practices.

We Want to Hear From You!

Evaluation:

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