Travel and ePay User Group Meeting

January 10, 2019
Agenda

• Travel Policy Update (Aver Smith)
• Airbnb for UC (Dorthea Ford)
• Ancillary Charges (Sandra Danford)
• Allowable vs. Not Allowable Receipts (Sandra Danford)
• Accounts Payable Contacts (Sandra Danford)
• ProCard Expanded Use: Airfare & Lodging (Aver Smith & Dana Allen)
Travel Policy Update

• Aver Smith, AP/Travel Supervisor
Travel Policy Update

Mileage Rate Increase:

• As of January 1, 2019, the reimbursement rate for the use of a private automobile for University business travel increased from 54.5 cents a mile to 58.0 cents a mile.

• The reimbursement rate for driving an automobile in connection with a move or relocation increased from 18 cents a mile to 20 cents a mile.

  • *Note that reimbursements for moving-related expenses, including mileage, are considered taxable wage income after January 1, 2018*
Airbnb for UC

Dorthea Ford, Accounts Payable Analyst
Airbnb is now a UC preferred accommodation option for travel

- Using “For Work Trips Filter” shows listings that provide the following:
  - Defaults to properties under $275/night (per UC policy requirements)
  - Many of the essential amenities (i.e. wifi, shampoo, self check-in)
  - Top-rated (4.8+ star rating in the last 365 days)
  - Offers flexible and moderate cancellation policies
  - Entire home

- Option for groups to pay for their portion of the rental separately, providing receipt to each payer.
Cost Splitting Feature for Room Sharing

Confirmation: 2 nights in Las Vegas, NV

Check In: Apr 6, 2018
Check Out: Apr 8, 2018

Entire home/apt
Amazing 3 bd House w/Pool BBQ
8305 Hydra Lane
Las Vegas, NV 89128
United States

Hosted by Shaul Mizrahi
Phone: +1 (310) 946-3663

6 Travelers on this trip

Provide each guest with the confirmation number

Confirmation: HMHN2AJ5A5

They are able to login with the confirmation and pay their portion.

Charges

- Entire home/apt: $398.00
- Cleaning fees: $80.00
- Service fee: $61.61

Original total: $539.61
New total: $0.00

Payment

Paid with DISCOVER
$179.87
Mon, March 05, 2018 @ 3:30 AM EST

Paid with VISA
$179.87
Tue, March 06, 2018 @ 11:29 AM EST
Airbnb for UC

• Under “Best Practices” you will find an Airbnb for UC Traveler Guide

BEST PRACTICES FOR WORK TRIPS ON AIRBNB

1. Review your UC’s Travel Travel Policy: You’ll find guidelines to make sure you’re staying within budget and in an accommodation type (entire home vs. private room) that’s company approved. Contact your campus travel office with any questions.

2. Read Reviews: Be sure to read some of the host’s reviews on their listing page to make sure the general sentiments of other guests align with your needs. Tip: You can even see reviews that were marked as “Business Trip” to see if the home is the right fit for you.

3. Review House Rules: Each host is unique and while they want you to have a good time, they also want to make sure that you follow their house rules.

4. Contact Your Host: You can message a host on Airbnb before booking their place to ask them questions about their availability, their listing and your specific needs.

More information can be found in the Airbnb for UC Traveler Guide.
Airbnb for UC

For more information on the Airbnb for UC program:

• On the Connxxeus Homepage click “Learn More” on the Airbnb page
Ancillary Charges

Sandra Danford, Accounts Payable Analyst
Ancillary Charges

• The UC Travel policy, Business and Finance Bulletin G-28 (BFB G-28) allows campus chancellors to establish local policy on ancillary travel charges.

• Effective 10/01/18, Chancellor Wilcox approved certain ancillary travel expenses in order to streamline the travel reimbursement process.
Ancillary Charges

The below charges are reimbursable with the following approval:

- **Department approval:**
  - Standard checked baggage fees up to 2 bags
  - Carry-on baggage fees up to 2 bags
  - Seat selection charges—cannot exceed $30. Does **not** include seat upgrades
  
  **Receipts are required for charges in excess of $75**

- **Department head approval and a written explanation of the business purpose:**
  - Non-standard checked baggage fees
  - Wi-Fi services
  - Seat selection charges in excess of $30. Does not include seat upgrades.
  
  **Receipts are required for charges in excess of $75**

- **Exceptional Organizational Unit Head Approval and a written justification of the business need:**
  - Early Bird Check-in or priority boarding
  - Seat Upgrade to Economy Plus/Extra Comfort within the economy class airfare or similar **-- excludes Business or First Class airfares (see BFB G-28 for policy requirements on business or first class airfares)**

  **Receipts are required for ALL charges**
iTravel Expenditure Categorization

• Transportation tab - Baggage
  • Standard checked baggage fees
  • Carry-on baggage
  • Non-standard checked baggage fees
iTravel Expenditure Categorization

- Transportation tab-Airfare
  - Early Check In or priority boarding
  - Seat Upgrade to Economy Plus/Extra Comfort
**iTravel Expenditure Categorization**

- Other tab-Business Expense
  - Seat selection charges
  - Wi-Fi services

For Business Expenses, items totaling more than $75 must have a receipt. For gifts to hosts, gifts more than $25 must have a receipt.
Allowable vs. Non-Allowable Receipts

• Sandra Danford, Accounts Payable Analyst
Allowable vs. Non-Allowable Receipts

• **Allowable Receipts**
  - Business name
  - Fully itemized
  - Reflects payment method
  - Amount paid
  - Shows dates of travel/rental/lodging

• **Non-Allowable**
  - Non-Itemized
  - Payment method not included
  - Dates of travel/rental/lodging not reflected
  - Statements and any other non-receipts
| Vendor          | Date               | Class       | Dates of Travel | Payment Method |
|----------------|--------------------|-------------|----------------|----------------|----------------|
|                | October 24, 2018   |             |                |                |                |
| Allowable Airfare
[Image 158x0 to 562x540] | Example           |             |                |                |                |

**TRAVELER INFORMATION**

<table>
<thead>
<tr>
<th>Traveler</th>
<th>eTicket Number</th>
<th>Frequent Flyer Number</th>
<th>Seats</th>
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<tbody>
<tr>
<td></td>
<td>01624230000950</td>
<td></td>
<td>35C/32D/36D/35C</td>
</tr>
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</table>

**FLIGHT INFORMATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Flight</th>
<th>Departure City and Time</th>
<th>Arrival City and Time</th>
<th>Aircraft</th>
<th>Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 14NOV18</td>
<td>UA1852 K</td>
<td>ONTARIO, CA (ONT) 5:35 AM</td>
<td>DENVER, CO (DEN) 8:41 AM</td>
<td>737-900</td>
<td>Purchase</td>
</tr>
<tr>
<td>Wed, 14NOV18</td>
<td>UA712 K</td>
<td>DENVER, CO (DEN) 9:55 AM</td>
<td>WASHINGTON, DC (IAD - DULLES) 3:02 PM</td>
<td>737-900</td>
<td>Purchase</td>
</tr>
<tr>
<td>Sun, 18NOV18</td>
<td>UA698 W</td>
<td>WASHINGTON, DC (IAD) 2:55 PM</td>
<td>DENVER, CO (DEN) 4:46 PM</td>
<td>A-320</td>
<td>Purchase</td>
</tr>
<tr>
<td>Sun, 18NOV18</td>
<td>UA1199 W</td>
<td>DENVER, CO (DEN) 6:58 PM</td>
<td>ONTARIO, CA (ONT) 8:11 PM</td>
<td>737-900</td>
<td>Purchase</td>
</tr>
</tbody>
</table>

**FARE INFORMATION**

<table>
<thead>
<tr>
<th>Fare Breakdown</th>
<th>Form of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare: 445.58U</td>
<td>VISA Last Four Digits 6022</td>
</tr>
<tr>
<td>U.S. Transportation Tax: 33.42</td>
<td></td>
</tr>
<tr>
<td>U.S. Flight Segment Tax: 16.40</td>
<td></td>
</tr>
<tr>
<td>September 11th Security Fee: 11.20</td>
<td></td>
</tr>
<tr>
<td>U.S. Passenger Facility Charge: 18.00</td>
<td></td>
</tr>
<tr>
<td>Per Person Total: 524.60U</td>
<td></td>
</tr>
<tr>
<td>eTicket Total: 524.60U</td>
<td></td>
</tr>
</tbody>
</table>

The airfare you paid on this itinerary totals: 445.58 USD
The taxes, fees, and surcharges paid total: 79.02 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.
NONREF/VAL/1/FDPT/CHG/FECH
Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.
## Important Information
- We combined two one-way tickets to get you the best deal on this flight. If you need to make changes or cancel, you’ll need to do it twice-once for each one-way ticket.
- All passengers traveling to the US must provide valid travel documents and details of their full US destination address for US Immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our Visa and Passport page.

### Total Price
- Los Angeles to Vancouver: $103.43
- Vancouver to Los Angeles: $120.02
- Total: $223.45

All prices include taxes & fees and are quoted in US dollars. Your two one-way fares may be processed through multiple transactions.

## Vancouver
Nov 9, 2018 - Nov 14, 2018 | Itinerary # 7376067913400

### Important Information
- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations.

### Non-Itemized Airfare

#### Los Angeles (LAX) → Vancouver (YVR)
Nov 9, 2018 - Nov 9, 2018, 1 one way ticket

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

<table>
<thead>
<tr>
<th>Traveler Information</th>
<th>Ticket # 838716380566</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>No frequent flyer</td>
</tr>
<tr>
<td>details provided</td>
<td></td>
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</table>

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Nov 9, 2018 - Departure Nonstop

<table>
<thead>
<tr>
<th></th>
<th>2 h 59 m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles</td>
<td></td>
</tr>
<tr>
<td>YVR</td>
<td>10:45pm</td>
</tr>
</tbody>
</table>

Airline: WestJet 1699

- Economy / Coach (L) | ECONO | Confirm seats with the airline

**Price Summary**

- Traveler 1: Adult Flight $83.00
- Taxes & Fees $20.43
- Total: $103.43

All prices quoted in US dollars.

**Additional Flight Services**
- The airline may charge additional fees for checked baggage or other optional services.

**49 points**

For this trip:
- 46 base points for this trip
- 4 bonus points for silver bonus

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No Payment Method
**GRAND AMERICA Hotel**

900 University Ave.
Riverside, CA 92521

**INFORMATION INVOICE**

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<tr>
<th>Membership No.</th>
<th>A/R Number</th>
<th>Group Code</th>
<th>Company Name</th>
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<tbody>
<tr>
<td></td>
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<td>UNIV0918</td>
<td>University Risk Management</td>
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**Vendor**

**Payment Method**

**Dates of Travel**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Additional Information</th>
<th>Charges</th>
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<tr>
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<td>232.00</td>
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<td>09-30-18</td>
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<tr>
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**Fully Itemized Lodging**

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<tr>
<th>Room No.</th>
<th>Arrival</th>
<th>Departure</th>
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</thead>
<tbody>
<tr>
<td>0774</td>
<td>09-30-18</td>
<td>10-03-18</td>
</tr>
</tbody>
</table>

**Folio No.**

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>994777</td>
<td>7670694</td>
<td>781</td>
<td>[Redacted]</td>
<td></td>
</tr>
</tbody>
</table>

**Date**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-03-18</td>
</tr>
</tbody>
</table>

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I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges.

**Guest Signature:**

---
Traveler info missing

Not an actual receipt, shows confirmation

Non-Itemized Lodging

Courtyard by Marriott Washington, DC/Dupont Circle
1900 Connecticut Ave NW
Washington
20009
DC
US
+12023329300

Hotels.com confirmation number 8150633859929

Check-in Wednesday, November 14, 2018 (3 PM)
Check-out Sunday, November 18, 2018 (noon)
Your stay 4 nights, 1 room
Cancellation policy Free cancellation until 11/12/18 11:59 PM (GMT-05:00)

Amount paid $836.38

No Payment Method
STATEMENT OF CHARGES - NOT VALID FOR RENTAL

DOLLAR

#01 MR RR 155460760
RES H84703378A7 CC

INITIAL CHARGES
RENT RT $ 37.83 /DAY @ 3 / DAYS $ 113.49
SUBTOTAL $ 113.49

CHARGES ADDED DURING RENTAL
LDW DECLINED
LIS DECLINED
PAI, PEC DECLINED
PREM RD SVC DECLINED
* ADDITIONAL CHARGES

SERVICE CHARGES/TAXES
CONCESSION FEE RECOVERY 11.11% T $ 12.88
CUST FAC CHG T $ 23.85
ENERGY SURCHARGE T $ 1.46
VEHICLE LICENSE COST RECOVERY T $ .93
TAX 14.280% ON TAXABLE TTL OF $ 162.64 $ 23.16
TOTAL AMOUNT DUE $ 174.32
CHARGED ON AMX XXXXXXXXXX1003

VEHICLE: 01489 / 2123206 17 Yaris SD N
LICENSE: MSRGS614
FUEL: FULL 8/8 OUT 8/8 IN
MILEAGE IN: 36626 TR-X MILES:
MILEAGE OUT: 36442 MILES ALLOWED:
MILES DRIVEN: 184 MILES CHARGED:
CDP: 00099

RENTED: NEW ORLEANS INTL AIRPORT
RENTAL: 11/12/18 00:23
RETURN: 11/14/18 16:46
RETURNED: NEW ORLEANS INTL AIRPORT
COMPLETED BY: 0199/LANEW21
Non-Itemized Car Rental

Copy of bank statements can be used to confirm payment but does not stand alone without a itemized receipt.

Estimate not final balance
Missing Receipts: DME

• Must be completed in entirety
  • Wet signature or certified electronic signatures only

• Only to be used when reasonable attempts to retrieve original receipt has been exhausted
DECLARATION OF MISSING EVIDENCE FOR MISSING ORIGINAL RECEIPTS
AND/OR PAYMENTS MADE ON BEHALF OF "THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA, RIVERSIDE"

Instructions:

Copy this form as needed. Attach this completed form to the Travel Expense Voucher (Form U85) or the
Check Request (Form U5) in place of a missing original receipt. Complete a separate form for each
missing original receipt. Also, only complete the appropriate section that applies to the type of payment
made.

I, Mimi Collins, declare that:

1. I disbursed personal monies on behalf of The Regents of the University of California, Riverside as
   follows:

   Date: 11/30/18 Amount paid: $100.00
   Vendor Name: ABC Vendor
   Vendor Address: 1234 Smith Ave. Riverside, CA 92509
   Description of Payment: Cash

2. The original receipt is not available. The reason (i.e. Could not be obtained, lost, etc.) is as follows:
   I was unable to obtain a copy from the vendor due to the age of the receipt.

3. Travel Advance payment (i.e. airfare ticket, rail ticket, registration fee, hotel deposit, etc.) made by
   The Regents of the University of California, Riverside – Accounting Office on my behalf:

   Payee’s Name: __________________________ Traveler’s Department: __________________________
   Trip Destination: __________________________ Type of Advance: __________________________
   Inclusive Dates of Trip: ____________ Dollar Amount: $ __________________________

   Name of Faculty/Employee Sponsor (if applicable): __________________________

I request by my signature of this document reimbursement for this disbursement from my personal funds
OR to have the UCR Accounting Office – Travel Office clear the above advanced payment made for me by
the UC Regents.

Date: 1/8/19 Signature: Mimi Collins
Reminders

• Sandra Danford, Accounts Payable Analyst
Reminders

Conference Registration

• **ePay payment**
  - When processing invoices/registration, the remit address must match the information on the vendor file.
  - If the address does not match, submit request for vendor change via vendor request option through epay.
  - Amount requested for processing in ePay must match the amount on the invoice or registration form.
  - Note: The ProCard can be used for conference registrations.
Accounts Payable Contacts

- Travel questions and feedback: travelfeedback@ucr.edu or Service Now
- EPay questions and feedback: epayfeedback@ucr.edu or Service Now
- PO Invoice Related:
  - Cathy Newland: A-D, O-P
  - Rosmery Martinez: E-N
  - Philisa Merino-Dent: Q-Z, Food, Utilities and Freight,
- Travel/ePay: Christopher Baxter and Mimi Collins
- Vendor Maintenance: Valerie Davis
- Subcontracts, Travel Card, and Other Accounts Payable inquiries: Dottie Ford and Sandy Danford
- Escalation of Accounts Payable, iTravel or ePay issues: Aver Smith
- Director of Procurement, Business Contracts, Accounts Payable & Travel: Ellery Triche
- AVC Business & Financial Services: Bobbi McCracken
Questions?

Send to procard@ucr.edu and/or travelfeedback@ucr.edu