

UCR

Travel and ePay User Group Meeting

January 10, 2019

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE

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*



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Airbnb for UC

Dorthea Ford, Accounts Payable Analyst

Airbnb for UC

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

Booked by [REDACTED]
Wednesday, Mar 7, 2018

HMHN2AJ5A5

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



+ 5 more guests

Cost per traveler

This trip was **\$44.97** per person, per night, including taxes and other fees.

Security Deposit

A Host requires a Security Deposit of \$500 to book this listing. The Guest is responsible for the amount of the Security Deposit, but it will not be charged unless the host makes a claim.

Charges

\$199.00 × 2 nights	\$398.00
Cleaning fees ⓘ	\$80.00
Service fee ⓘ	\$61.61

Original total **\$539.61**

New total **\$0.00**

Provide each guest with the confirmation number

Payment

Paid with DISCOVER [REDACTED] 9509 \$179.87
Sun, March 04, 2018 @ 3:30 AM EST

Paid with VISA [REDACTED] 6562 \$179.87
Tue, March 06, 2018 @ 11:29 AM EST

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

Airbnb for UC

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

BEST PRACTICES FOR WORK TRIPS ON AIRBNB

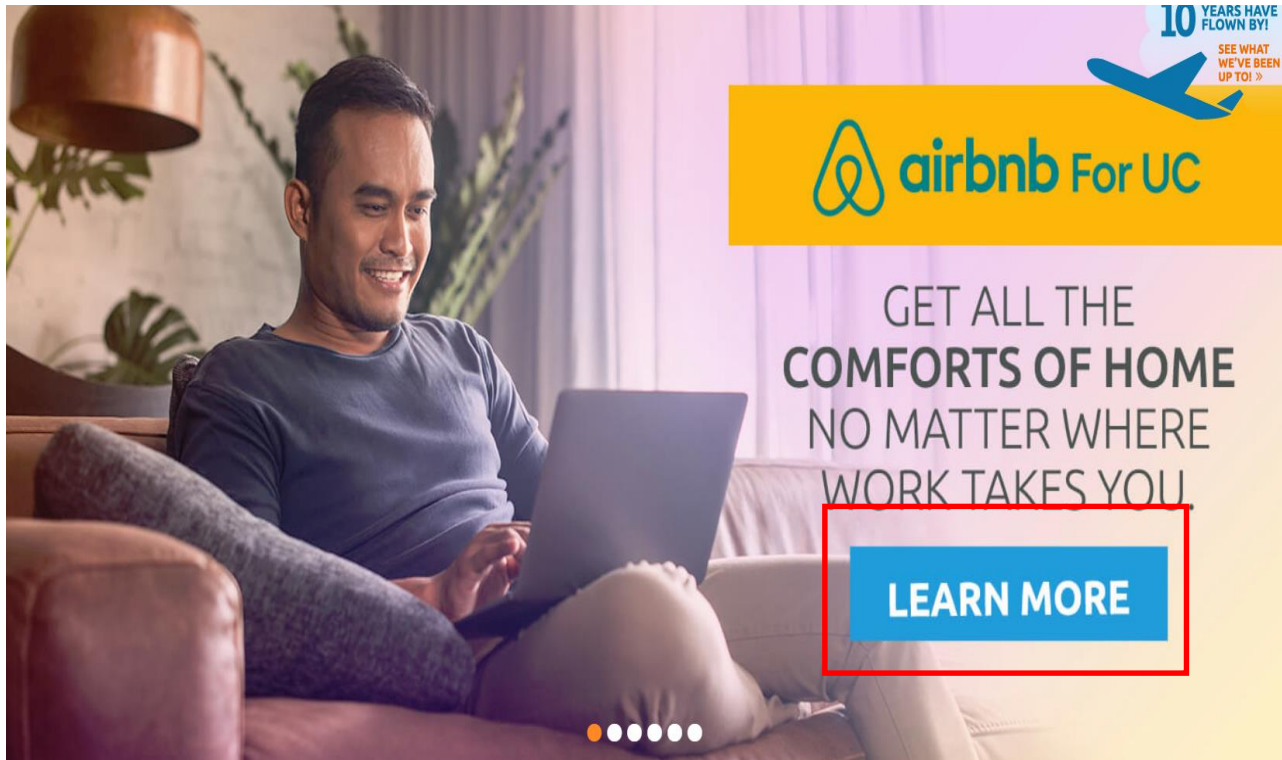
1. Review your [UC's Travel Policy](#): You'll find guidelines to make sure you're staying within budget and in an accommodation type (entire home vs. private room) that's company approved. Contact your campus travel office with any questions.
2. Read Reviews: Be sure to read some of the host's reviews 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



10 YEARS HAVE FLOWN BY!
SEE WHAT WE'VE BEEN UP TO! >>

 **airbnb** For UC

GET ALL THE
COMFORTS OF HOME
NO MATTER WHERE
WORK TAKES YOU

LEARN MORE

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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

Queue Results Business Finance Bureau 28 Menu

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT **TRANSPORTATION** MEALS INCIDENTALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY

Type **Baggage** Purpose of Trip

Other Liability Insurance Yes No

Departure Date 12/03/2018 Vehicle License Nbr

Departure Location Riverside, CA Odometer reading begin

Destination Location Mesa, AZ Odometer reading end

Return Date 12/06/2018 Total miles

Return Location Riverside, CA Amount per mile .545 .545 Maximum

Expense Type In-State

Amount in USD \$ 15.00

Prepayment By UCR

Note/SubPO#

Transportation Expenses

Type	Purpose	Dept Date	Dept Loc	Dest Loc	Ret Date	Ret Loc	Insur	Lic Nbr	Odombegin	Odomeend	Total Miles	Amt per mile	USD Amt	Currency	Exch Rate	Foreign Amt	Jstfctn	Prepayment	SubPO	Type	Status	Receipt Needed	Action
Air Fare	Conference	12/03/2018	Riverside, CA	Mesa, AZ	12/06/2018	Riverside, CA	No						500.00					Yes	AB12345678	In-State	Valid	Yes	[Remove] [Edit]
Air Fare	Early Check-in	12/03/2018	Riverside, CA	Mesa, AZ	12/03/2018	Riverside, CA	No						15.00					No		Out of State	Valid	Yes	[Remove] [Edit]

iTravel Expenditure Categorization

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

Queue Results Business & Finance Bulletin G-28 Menu

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT **TRANSPORTATION** MEALS & INCIDENTALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY

Type: **Air Fare** Purpose of Trip: **Early Check-in**

Other: _____ Liability Insurance: Yes No

Departure Date: 12/03/2018 Vehicle License Nbr: _____

Departure Location: Riverside, CA Odometer reading begin: _____

Destination Location: Mesa, AZ Odometer reading end: _____

Return Date: 12/06/2018 Total miles: _____

Return Location: Riverside, CA Amount per mile: .545 .545 Maximum

Expense Type: In-State

Amount in USD \$: 20.00

Prepayment By UCR

Note/SubPO#: _____

Add

Transportation Expenses

Type	Purpose	Dept Date	Dept Loc	Dest Loc	Ret Date	Ret Loc	Insur	Lic Nbr	Odom Begin	Odom End	Total Miles	Amt per mile	USD Amt	Cumcy	Exch Rate	Foreign Amt	Jstfctn	Prepay-ment	SubPO	Type	Status	Receipt Needed	Action
Air Fare	Conference	12/03/2018	Riverside, CA	Mesa, AZ	12/06/2018	Riverside, CA	No						500.00					Yes	AB12345678	In-State	Valid	Yes	[Remove] [Edit]

iTravel Expenditure Categorization

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

Queue Results

Business & Finance Bulletin G-28

Menu

EXPENSE SUMMARY	GENERAL	TRAVEL PLANNING	ADVANCES	PREPAYMENT	TRANSPORTATION	MEALS & INCIDENTALS	LODGING	OTHER	FAU	COMMENTS	APPROVAL HISTORY
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For Business Expenses, items totaling more than \$75 must have a receipt. For gifts to hosts, gifts more than \$25 must have a receipt.

Begin Date: 12/03/2018
 Time:

End Date: 12/06/2018
 Time:

City/State/Country: Riverside CA

Type: **Business Expense**
 Explanation: **Seat Selection Charges**

Expense Type: In-State

Amount in USD \$: 10.00

Prepayment By UCR

Note/SubPO#:

Other Expenses

Begin Date/Time	End Date/Time	Location	Type	Explanation	USD Amount	Currency	Exch Rate	Foreign Amt	Jstfctn	Prepayment	SubPO	Expense Type	Status	Receipt Needed	Action
														View	Rules



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

Receipt for confirmation number FE0N71



A STAR ALLIANCE MEMBER

United logo link to home page

Issue Date: October 24, 2018

Confirmation: FE0N71

Check-in >

Fully Itemized Airfare Example

Vendor

Date

TRAVELER INFORMATION

Traveler	eTicket Number	Frequent FlyerNumber	Seats
[Redacted]	0162423000085		35C/32D/36D/35C

Class

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Wed, 14NOV18	UA1852	K	ONTARIO, CA (ONT) 5:35 AM	DENVER, CO (DEN) 8:41 AM	737-900	Purchase
Wed, 14NOV18	UA712	K	DENVER, CO (DEN) 9:55 AM	WASHINGTON, DC (IAD - DULLES) 3:02 PM	737-900	Purchase
Sun, 18NOV18	UA696	W	WASHINGTON, DC (IAD - DULLES) 2:55 PM	DENVER, CO (DEN) 4:46 PM	A-320	Purchase
Sun, 18NOV18	UA1199	W	DENVER, CO (DEN) 6:58 PM	ONTARIO, CA (ONT) 8:11 PM	737-900	Purchase

Dates of Travel

FARE INFORMATION

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

Payment Method

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/OVALUAFTDPT/CHGFEE
Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

Vancouver

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

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 Price \$223.45

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



No Payment Method

Los Angeles (LAX) → Vancouver (YVR) Nov 9, 2018 - Nov 9, 2018 , 1 one way ticket		COMPLETED WestJet BYLNLI
We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.		Price Summary
Traveler Information [Redacted] Adult No frequent flyer details provided Ticket # 8387176380566		Traveler 1: Adult \$103.43 Flight \$83.00 Taxes & Fees \$20.43 Total: \$103.43 All prices quoted in US dollars.
* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.		Additional Flight Services • The airline may charge additional fees for checked baggage or other optional services.
Nov 9, 2018 - Departure Nonstop Total travel time: 2 h 50 m Los Angeles LAX 7:55pm Vancouver YVR 10:45pm WestJet 1699 Economy / Coach (L) ECONO Confirm seats with the airline*		49 points For this trip <ul style="list-style-type: none"> • 45 base points for this trip • 4 bonus points for +silver Bonus
Airline Rules & Regulations <ul style="list-style-type: none"> • 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 		

The
**GRAND
AMERICA**
Hotel

Fully Itemized Lodging

Vendor

900 University Ave.
Riverside, CA 92521

Room No. : 0774
 Arrival : 09-30-18
 Departure : 10-03-18
 Page No. : 1 of 1
 Folio No. : 994777
 Conf. No. : 7670694
 Cashier No. : 761
 User ID :
 Invoice No. :

10-03-18
Date

INFORMATION INVOICE

Membership No. :
 A/R Number :
 Group Code : UNIV0918
 Company Name : University Risk Management &

Date	Description	Additional Information	Charges	Credits
09-30-18	Room Charge		232.00	
09-30-18	Taxes Room Tax		14.08	
09-30-18	Taxes State Sales Tax		15.89	
10-01-18	Room Charge		232.00	
10-01-18	Taxes Room Tax		14.08	
10-01-18	Taxes State Sales Tax		17.63	
10-02-18	Room Charge		232.00	
10-02-18	Taxes Room Tax		14.08	
10-02-18	Taxes State Sales Tax		17.63	
10-03-18	Visa Payment			789.39
XXXXXXXXXXXX8695 XX/XX				
Total			789.39	789.39
Balance				0.00

Payment Method

Dates of Travel

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: _____

 Manage booking

 Print receipt

 Book again

Non-Itemized Lodging

**Courtyard by Marriott Washington,
DC/Dupont Circle**

1900 Connecticut Ave NW
Washington
20009
DC
US
+12023329300



Traveler info missing

Not an actual receipt, shows confirmation

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

Fully Itemized Car Rental

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 T\$ 113.49

CHARGES ADDED DURING RENTAL

LDW DECLINED
LIS DECLINED
PAI, PEC DECLINED
PREM RD SVC DECLINED

No Additional Fees

* ADDITIONAL CHARGES

SERVICE CHARGES/TAXES

CONCESSION FEE RECOVERY 11.11% T\$ 12.88
CUST FAC CHG T\$ 23.85
ENERGY SURCHARGE T\$ 1.48
VEHICLE LICENSE COST RECOVERY T\$.93
TAX 14.200% ON TAXABLE TTL OF \$ 152.64 \$ 21.68
TOTAL AMOUNT DUE \$ 174.32

CHARGED ON AMX XXXXXXXXXXXX1003

Payment Method

VEHICLE: 01489 / 2123206 17 YARIS 5D 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

Rental Dates

Non-Itemized Car Rental

Available Credit: ⓘ \$545.19



10/29 THRIFTY CAR RENTAL \$194.93



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

Car			Confirmation H7852586239
Thrifty Car Rental	No Traveler Info		
Pick Up Tuesday October 23 2018 1:30 PM Salt Lake City Airport 776 North Terminal Drive In Terminal Salt Lake City 84116-2990, UT, United States Tel: +1 (877) 283-0898	Class Compact 4 Door USD 32.00+Tax/day Confirmed	Drop Off Friday October 26 2018 9:00 PM Salt Lake City Airport 776 North Terminal Drive In Terminal Salt Lake City 84116-2990, UT, United States Tel: +1 (877) 283-0898	
CO2 Emissions: Each gallon of unleaded gasoline consumed is 19.6 lbs/8.91 kgs and litre of petrol is 5 lbs/2.31 kgs Type: Compact 4DR Car Auto AC Estimated Total: USD 193.30 plus tax and any additional fees Extra Day Fee: USD 32.00 Extra Day Allowance: Unlimited Free Miles Per Extra Day Extra Hour Fee: USD 10.67 Extra Hour Allowance: Unlimited Free Miles Per Extra Hour Mileage Allowance: Unlimited Free Miles Extra Charges: USD 65.30			



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

EXAMPLE ONLY

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



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Questions?

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