TIPS & CHECKLIST FOR CS&E TRAVELERS

“Employees … traveling on University business are expected to choose the least costly method of transportation that meets the traveler's scheduling and business needs.”
http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html

Please remember that travel requires a "prudent use of public and University funds", many of which are taxpayer dollars (federal and/or state).

This list was created in an effort to assist your understanding of audit issues and completion of your Travel Reimbursement Form, and to hasten the reimbursement process.

If you have any questions about your travel, please speak with Peggy Stewart and/or your accountant prior to travel. In case of an emergency, do what needs to be done and contact your accountant upon your return.

More detailed information can be found on the CS&E website:
http://www.cs.umn.edu/resources/forms/index.php
Travel Reimbursement Information and Policies (pdf)

COMMON ERRORS
□ Is your full Employee ID number on the form?
□ Is the project/account to be charged listed (if a student, determined by faculty member)?
□ If a student, has the faculty member signed/dated your reimbursement form?
□ Did YOU sign/date your reimbursement form?
□ Is the form being submitted within 30 days of return from travel? If not, please provide a written statement explaining the delay and submit it with your reimbursement request.
□ Are you tracking your frequent flyer miles? Remember, the miles accrue for business purposes. If you are an infrequent traveler (2 or fewer trips per year) you should not accrue frequent flyer miles using University funds.

TRAVEL JUSTIFICATION
□ Is the justification (who, what, when, where, why) and benefit to the University complete?
□ Did you attach a copy of the paper or a screen print of the poster which acknowledges the project being charged? (This is needed only when a paper or poster is presented at a conference and a sponsored project is being charged.)

INTERNATIONAL TRAVEL
□ Students must sign a standard Release and Waiver and obtain mandatory travel, health and security insurance prior to international travel.
□ Did you obtain the correct lodging & meal per diem rates using the University’s Travel website (travel.umn.edu)?
□ If using conversion rates for foreign travel, did you use the rates from Oanda.com and provide a printout of the rate for each day using the correct dates for the expense you are claiming? If purchases were made via credit card, you can use the exchange rate provided by the credit card company by submitting a copy of your statement.
□ Did you abide by the Fly America Act? For more information refer to the University of Minnesota Travel Services' website at: http://travel.umn.edu/flyamerica.php
□ Did you preregister your trip information using the University’s GPS Alliance website (http://global.umn.edu/travelregistry/)?

Geta\office\Financial\Financial Accounting General\Travel and Worksheets\Peggy\Checklist for CS&E Travelers, May 8, 2013
Do you have the appropriate insurance? (http://global.umn.edu/travel/insurance/index.html)

SPECIAL CIRCUMSTANCES
- If you traveled before or after the conference for personal reasons, you must provide airline price comparisons which show the cost of a roundtrip ticket for the conference travel would be equal to or less than the flights you booked. These price comparisons must be printed prior to booking the airfare.
- If you shared a hotel room, did you provide a hard copy from the conference hotel website showing the cost of a single vs. double room as well as the name of individual you shared with (if they are at the University of MN)?
- If you shared a taxi, did you split the cost between the shared riders and are you only claiming your share? If not, provide a list of the other riders (if they are at the University of MN).
- Did you extend your trip to save money? For example, if all associated trip costs (meals, lodging, transportation, etc.) for a Saturday night stay are lower than the trip cost to return on Friday, then include documentation with the Expense Report comparing the costs and highlighting the savings.
- Were any of your expenses paid for by a third party or the conference you attended? If so, a copy of the email or letter need to be attached to your reimbursement request.

EXPENSE DOCUMENTATION
- A list of reimbursable/non-reimbursable travel-related expenses can be found at http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_APPI.html.
- Except for meals, did you include ALL original receipts for any expense $25 & above? If you did not, please provide a statement justifying the expense and explaining why the receipt is missing.
- If you rented a vehicle, did you provide a justification showing it was more economical than cabfares or public transportation? (Check taxiarefinder.com or http://www.worldtaximeter.com/all-cities for price comparisons.)
- Did you incur airline change fees? If so, provide a business-related justification (which will require department head approval).
- If your lodging is more than 150% of the lodging rate for the city to which you traveled as referenced on the US Government General Services Administration (GSA) website (domestic) or 150% of the international lodging rate for that city as referenced on the US State Department website (international), did you obtain prior written approval?
- Did you include gratuities for hotel maids, bellhops, etc? If so, please remove them as they are part of the per diem.

Helpful Tips:
1. Internet fees are NOT reimbursable on sponsored projects unless it has been determined by the faculty member the internet was used solely for the project being charged & the faculty member has provided a statement stating so.
2. Credit card receipts are NOT acceptable receipts. If you only have a credit card receipt, provide a statement explaining why the receipt is missing.

Helpful Websites
1. Per diem rates: http://travel.umn.edu/perdiemrates.php#domestic
2. Oanda Conversion website: http://www.oanda.com