

# UCOP Business Resource Center

## Fiscal Close Classes



### TRAVEL AND ENTERTAINMENT

#### ***Be Timely!***

- Is there a complete travel reimbursement package sitting on your desk? Turn it in now! Don't wait until you have "a bunch".
- Check with your travelers. Do they have outstanding travel that needs to be processed before fiscal close? If so, have them submit these items for payment now.
- Check traveler queues in *Express*. There may be travel reports pending further action by the traveler and/or proxy; make necessary corrections and resubmit for processing.
- Do you have airfare or conference registrations that need to be expensed against FY 19-20? Process these requests now! There is no guarantee the expense will hit the ledger for fiscal 19-20, but the earlier you process, the greater the chance it will post (PTA expenditures usually post to the ledger within two weeks of the ticket being issued).

#### ***Be Complete***

- Tell the story! If an expense seems unclear, unconnected or vague, add notes to explain and clarify why it is a legitimate expense. Be sure to connect the dots.
- Ensure business justification and travel dates are correct and complete.
- If an airfare itinerary has changes or was booked using a credit, be sure to include the original itinerary and a business justification for any changes.
- If an expense requires an exception to policy, obtain the exception **before** submitting, otherwise processing will be delayed. To get an exception to policy, send the completed appropriate form to:
  - ✓ Email to [Exceptions@ucop.edu](mailto:Exceptions@ucop.edu)
  - ✓ [Exceptional/Additional Preapproval Request Form](#) or
  - ✓ [Exceptional/Additional After-the-Fact Request Form](#)
- Be sure daily commute cost is deducted as required; add a note of explanation either way so reviewers and auditors are aware!
- Don't bundle multiple taxi/cab rides; each expense should be a separate line item.
- Method of payment should be clearly marked, e.g., Direct Billing System, Personal Funds, US Bank T&E Card, etc. Be sure that all T&E card charges have been captured in the expense report.
- Include all required receipts.
  - ✓ Airfare – showing method of payment
  - ✓ Lodging – itemized folio, showing "zero" balance
  - ✓ Conference Registration – showing method of payment

- ✓ Rental Car – itemized receipt
  - ✓ Any Expense \$75.00 and more
  - ✓ Itemized receipt for entertainment \$75.00 and more
  - ✓ Host/hostess gift \$25.00 or more
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- If personal travel is involved and there is airfare expense, be sure to include a comparison quote obtained at time of original booking.
  - For entertainment expenses, don't forget to include the attendee list with affiliation and job title of guest(s). Expenses greater than \$75.00 require an itemized receipt. For meetings with only UCOP-staff attendees, please include an agenda showing that the meeting was more than three hours long, and that the meal took place during structured work time. An unstructured or content-free meal time will be interpreted as insufficient to count toward the minimum meeting time.
  - For fastest service, please submit the request through Service Now.
  - Be sure the BRC or department form (or the *Express* report) has been filled out completely and thoroughly. Don't forget to include your department code, correct FAU, and authorization for all expenses.

***What if I have additional questions about Travel and Entertainment?***

If you have travel questions, contact any member of the BRC Travel Team by email to [BRCTravelandEnt@ucop.edu](mailto:BRCTravelandEnt@ucop.edu). We are here to help!

***KEY DATES for Travel and Entertainment***

- TBD – Travel and Entertainment reimbursement requests that took place prior to and including May 31 are due to the BRC.
- TBD – Travel and Entertainment reimbursement requests that took place June 1 through June 9 are due to the BRC.
- TBD – Travel and Entertainment reimbursement requests that took place June 10 through June 16 are due to the BRC.
- TBD – Travel and Entertainment reimbursement requests that took place June 17 through June 23 are due to the BRC.
- For travel after June TBD, please submit as soon as possible. There is no guarantee they will be processed in time for the 2019-20 fiscal year.