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
  - 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

- 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. 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.