EMPLOYEE TRAVEL 101

A BASIC HOW-TO FOR EMPLOYEE REIMBURSEMENT
WHAT ARE THE BASICS?

- Overview of the Entire Process
- Travel Regulations
- What’s Next for KSU employees?
The Start-to-Finish Process

- Travel Authorization
- Cash Advances
- Expense Statements
When is it necessary to complete a Request for Authority to Travel Form?

- For all overnight travel in the State of Georgia
- For all out-of-state travel
- For any travel for which a cash advance will be requested
What is a Standing Authorization?

- “Agencies may authorize blanket routine travel authorization for instate travel.”

Possible applications

- Regularly scheduled recurring meetings
- Recruiting (i.e. Admissions, Athletics)
- Grant Research
The Standing Authorization memo should be submitted to Business Services at the beginning of each fiscal year:

- Include a description of the anticipated travel
- Include a list of employees who will be traveling under the Standing Authorization
- Approval by the supervisor is required
  - The memo should come from the supervisor
Travel Authorization

- What form is used for the Travel Authorization?
  - The Request for Authority to Travel Form
    [https://financialservices.kennesaw.edu/business/files/RequestAuthorityTravel.pdf](https://financialservices.kennesaw.edu/business/files/RequestAuthorityTravel.pdf)
What goes on the form?

- Why does it say “Vendor?”
- What if I am not in the vendor database? [https://financialservices.kennesaw.edu/business/files/VendorRegistrationForm.pdf](https://financialservices.kennesaw.edu/business/files/VendorRegistrationForm.pdf)
- What is a speedchart number?
  - If you don’t know the right one, you can find a list at: [https://financialservices.kennesaw.edu/budget/speedchart](https://financialservices.kennesaw.edu/budget/speedchart)
- How do I know how much to estimate for meals? ([www.gsa.gov/perdiemrate](http://www.gsa.gov/perdiemrate) using the breakdown found at [www.gsa.gov/mie](http://www.gsa.gov/mie)) Do not include incidentals
How do I determine the most cost-efficient mode of transportation?
(http://ssl.doas.state.ga.us/vehcostcomp/)

Can I use a travel agency?
- Ok for International travel
- Ok for domestic travel when three or more KSU employees and/or students are traveling together
  
I’ve entered all of the details about the trip. Now what?

- Print the form and sign your name.
- Present the form to your immediate supervisor for approval.

Why are there two lines for approval?

- One is for approval for funding and for being absent from campus.
- The other is if the funding is from a source other than your home department, or if there will be no cost to KSU.
What happens next?

- If the Business Affairs Manager, Department Manager, or Grants Office sends the Request for Authority to Business Services, the funds are encumbered.

Encumbered, what does that mean?

- Funds are set aside in PeopleSoft Financials for this trip
- If the trip is canceled or there are no expenses incurred or claimed, please notify Accounts Payable so the encumbered funds can be released.
Travel Authorization

Questions
Cash Advances

- Why would I request a cash advance?
- Are Cash Advances just for Travel?
- How much time is needed to process a Cash Advance?
- What happens after the trip?
Cash Advances

Why would I request a Cash Advance?

- Not willing or able to use a personal credit card
- Team or student group travel

(Remember, many travel expenses can be prepaid by the University, or you can be reimbursed prior to the trip)
Are Cash Advances just for travel?

- This is the most common purpose for a Cash Advance, and is the only one we will be discussing today.
Cash Advances

- How much time is required to process a Cash Advance?
  - Allow time to prepare the necessary supporting documentation, get it approved, and delivered to Accounts Payable.
  - Allow five business days after delivery to Accounts Payable.
So how do I request a Cash Advance?

- Complete the CA request form
  (https://financialservices.kennesaw.edu/business/files/CashAdvanceRequestForm.pdf)
- Print the form
- Attach a copy of the approved Travel Authorization to the CA form
- Submit an AGS request for the Cash Advance
  - Be sure you are set up as a vendor (remember what to do if you aren’t a vendor?)
How do I get my money?

- You will be called when the check is ready for pickup
- You must personally sign for and pick up your check
- If you are set up for direct deposit, we will notify you when the funds have been transmitted to your bank
- If you will be needing Travelers’ Checks, please indicate this on the AGS form.
  - We will contact the Wachovia Bank branch on Barrett Parkway to be sure adequate Travelers’ Checks are available
Cash Advances

- What happens after the trip?
  - Submit a completed Travel Expense Statement and all required documentation (we’ll discuss that next).
It's hard to believe, but I had money left over. What do I do with that?
- Take cash or a personal check to the Bursar’s Office.
- Tell the cashier that you are returning funds from a cash advance
- The cashier will give you a receipt, and contact the Cash Administrator
Cash Advances

- Remember you are responsible!

Note – Per the Board of Regents BPM

4.9.7 Employee and Institution Accountability of Funds Advanced

Each employee receiving a cash advance shall sign and date the travel advance authorization form acknowledging receipt of funds. All employees are fully responsible for funds advanced to them and shall account for the funds in accordance with the statewide travel regulations. Employees are liable for any advanced funds that are lost or stolen.

I acknowledge and understand that I am responsible for whole amount of this cash advance and will submit the necessary paperwork in a timely manner. Any advances not cleared within 60 days of the issued date, will be collected through my payroll funds.

Signature verifying my acceptance of these terms: _________________________________ Date
Cash Advances

Questions
Let’s stop here for a ten minute break...
Travel Expense Statements

- The form
- Supporting documentation
- The process
Travel Expense Statements

- The form
  - Complete it online and print
  - Print and sign your name
  - Attach the required documentation
  - Deliver to your immediate supervisor for approval
Travel Expense Statements

- The documentation
  - What is required?
    - Receipts for all modes of transportation
      - Airfare
      - Taxi
      - Shuttle
      - Rental Car
      - Train
Travel Expense Statements

- The documentation
  - What is required?
    - Receipts for Registration Fees
    - Receipts for Lodging
    - Receipts for Parking
    - Receipts for any meals that exceed the per diem
      - Banquets that are an integral part of the meeting
Travel Expense Statements

- The documentation
  - What is required?
    - A copy of the meeting or conference agenda
      - Why is this necessary?
        - Any meals that are provided as part of the conference cannot be claimed for per diem reimbursement.
The documentation

- What if I don’t have a required receipt?
  - Complete the Missing Receipt Form
    (https://financialservices.kennesaw.edu/business/business_services_forms)
Travel Expense Statements

- The Process
  - Complete the form
  - Print the form
  - Sign the form
  - Get the statement approved
    - By your immediate supervisor
    - By your Business Affairs Manager if applicable
    - By the Grants Office is applicable
Travel Expense Statements

- The Process
  - The Expense Statement arrives in Business Services
  - It is matched to a Travel PO if applicable
  - An email notification is sent to the employee
  - It is reviewed by the Accounts Payable Staff
  - Payment is processed
  - Check is sent to address in the vendor database unless otherwise indicated
Travel Expense Statements

Questions
There are many regulations that apply to Employee Travel Reimbursement.

The best policy is for each employee to review the State Travel Regulations prior to any trip.

KSU has some internal travel regulations that also apply.
Regulations

- **KSU**
  - Request for Authority to Travel must be completed for any overnight travel in the State of Georgia and for all out-of-state travel
  - Mileage between campus buildings is not reimbursable
State Travel Regulations

http://sao.georgia.gov/vgn/images/portal/cit_1210/7/40/65786241SAO%20Travel%20Regulations%20effective%20April%202008.pdf
State Travel Regulations

Some that may surprise you

- The Federal Per Diem doesn’t apply to meals in Georgia
- Mileage must be from “headquarters,” not from home even if home is closer
  - Personal commute miles must be deducted
Non-reimbursable expenses

- Alcoholic beverages
- Laundry (with limited exceptions)
- Personal phone calls
- Tips for housecleaning
- Fitness facilities
- Movies
Questions
What’s Next?

- Changes to the Travel Forms
  - This is a work in progress
  - Watch for campus emails
  - Read the Financial Services Newsletter
  - https://financialservices.kennesaw.edu/newsletter
My salary is deposited directly into my bank account. Will my travel reimbursement also be processed this way?

- No. ADP (the outsource for our payroll process) doesn’t communicate with the PeopleSoft Financials vendor database. Since travel and other employee reimbursements are processed through Accounts Payable, the banking data must be loaded into the vendor database.
Direct Deposit

- How do I make this happen?
  - Complete the Direct Deposit request form [https://financialservices.kennesaw.edu/business/files/DirectDepositForm.pdf](https://financialservices.kennesaw.edu/business/files/DirectDepositForm.pdf) and follow the instructions

- We must go through a Prenote process before any funds can be transmitted directly to your bank. This takes at least ten days, so it is possible you will receive a check for travel submitted within two weeks of requesting direct deposit.
One Last Chance...

Questions

Not really...

You can always give me a call or send an email...
770-499-3622 or kgardner@kennesaw.edu