Travel and Expenses
An RSPH Overview
Spring 2010
Emory University Policy

- Faculty and staff traveling and incurring expenses on behalf of University programs or sponsored programs are required to abide by Emory University travel policies: https://www.finance.emory.edu/home/travel/index.html

- Staff incurring non-travel expenses on behalf of University programs or sponsored programs, are required to abide by Emory University payment and procurement policies and procedures: https://www.finance.emory.edu/home/Procure%20and%20Pay/index.html
Required Air Travel Vendors

- Emory's three air travel providers: Travelocity Business, BCD Travel, and Maupin Travel
- *Failure to use required vendors will result in no reimbursement of expenses*

*(use of vendor links on this page ensures Emory negotiated rates and services – do not go to the corporate page, but through the Emory pages)*
Air Travel Vendor Benefits

- Direct bill your airfare to your department
- Void your ticket (if within 24 hours of booking) with no penalty
- Track your unused airline ticket credits for you
- Automatically feed airfare expenses into your Expense Report's "My Wallet" if paid for with Emory T-Card
- Offer Delta discount from 4% to 25% on certain Delta fares, 2% on Continental
- Centralize travel data allowing Emory to negotiate even better airline discounts
- Automatically feed your trip itinerary into International SOS for traveler tracking
ISOS

- ISOS is a service available to all Emory faculty, staff and students traveling abroad and domestically on work-related business or on Emory-sponsored programs.
- The ISOS services are designed to improve the safety of Emory’s travelers.
- Services include:
  - Providing pre-trip health and safety assistance
  - Finding a local doctor while traveling
  - Monitoring medical condition and when necessary, evacuation to a location providing medical care if local care is inadequate
  - Assistance with lost documents or legal issues
  - Providing evacuation and assistance in the event of security or terrorism incidents
  - Personal travel before and/or after work-related business or Emory-sponsored travel may be covered by ISOS. Please check the ISOS site for more details.
  - When Emory faculty, staff and students use Emory’s air travel providers they will have their travel itineraries automatically uploaded into ISOS's travel locator service. To upload a travel itinerary and locate additional pertinent information that will assist in an emergency

- For ISOS link: see “Quick Links” section of http://international.emory.edu
Resources for International Travel

- Resources have been developed to assist faculty and staff with international travel needs:
  - [http://international.emory.edu/travel_resources/faculty_staff/index.html](http://international.emory.edu/travel_resources/faculty_staff/index.html)
    - Trip Planning
    - Medical, security and safety resources
    - Financial Management
    - Guidelines re: conducting business abroad & import and export restrictions
    - Leading group travel
<table>
<thead>
<tr>
<th>Type of Traveler</th>
<th>Airfare</th>
<th>Lodging</th>
<th>Car Rental/Meals/Parking</th>
<th>Conference Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Staff</td>
<td>Direct bill to your SmartKey by using the three Emory air travel providers OR use the AMEX Corporate Card</td>
<td>AMEX Corporate Card</td>
<td>AMEX Corporate Card</td>
<td>Purchasing Card if amount is $1,499 or less. Use Emory Express Invoice Attached Form for all others</td>
</tr>
<tr>
<td>&quot;Guest&quot; of Emory</td>
<td>Arrange for your guest and direct bill to your SmartKey by using the three Emory air travel providers.</td>
<td>Guest’s personal funds. Reimbursed, if applicable, after the stay.</td>
<td>Guest’s personal funds. Reimbursed, if applicable, after the trip.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Paying for Travel

- Multiple ways to pay for business-rated travel:
  - Direct bill airfare to budget smartkeys and account codes via Emory’s travel vendors
  - Pay for Conference Registrations via P-Card
  - Pay for expenses with personal funds or a travel card (AMEX T-card) and submit a reimbursement request
  - Submit travel advance request (excluding airfare)
    - but only if T-card is not accepted at your destination
  - Apply for a travel card and process an expense report to have the card expenses charged to budget smartkeys and accounts and to have the balance due paid to AMEX
Direct Bill for Airfare

- Possible whenever you make airfare reservations with one of Emory’s 3 required travel vendors
- Provide a budget smartkey (10 digits) and an account code
  - 56100 for domestic travel
  - 56030 for international travel
- This will reduce your out-of-pocket expenses to be reimbursed
- It will also make more of your travel card credit available for other expenses
- Submit your airline itinerary with the expense report, but do not enter the amt for the tickets in the expense report
Personal Funds

- Use of personal funds requires the original itemized receipts and strict adherence to RSPH and University policy for full reimbursement.
- Requires submission of an expense report, signature approvals, and completed checklist to RSPH Business Services for pre-approval prior to submitting the report in Compass for payment.
- You must “SAVE FOR LATER”, do not “SUBMIT” an expense report until directed to by RSPH Business Services once pre-approvals are completed.
Travel Advances

- *To be requested only if AMEX is not accepted at your destination*
- If possible, direct bill the airfare and do not include that expense in the travel advance amount request
- Travel Advance form must be accompanied by documentation of the anticipated trip expenses
- Travel Advance forms must be submitted to RSPH Business Services a week or more in advance of departure
- Cash advances cannot be issued for any substantial costs that can be prepaid, prearranged, invoiced, or charged on the Travel Card, such as airfare and lodging, or service payments such as honoraria, conference fees, or travel grants.
- Travel Advance Form: [https://www.finance.emory.edu/home/Procure%20and%20Pay/TravelAdvance3.pdf](https://www.finance.emory.edu/home/Procure%20and%20Pay/TravelAdvance3.pdf)
- Upon return, you must provide all receipts. If you spend less than the advance, you must return those funds via check payable to Emory Univ.
AMEX Corporate Travel Card

- Faculty and staff who take more than 1 trip per year are encouraged to apply for a card
- Employees are responsible for ensuring that balances due are paid on time (delinquencies will be reported to credit reporting agencies)
- Balances due are paid via submission of expense reports
- Cardholders may review account data online 24/7
- Late fees are not reimbursable expenses
Applying for a Travel Card

- Go to: blackboard.emory.edu and log in using your Emory Network ID and password
- Click on the Community Tab
- Under the Organization Catalog, click on Accounts Payable
- Click on Enroll, then Submit and then OK
- You are now enrolled in Blackboard.
- You need to go through each blue tab on the left column to complete this tutorial successfully.
- At the end you will be given a link and instructions to Netservices to complete your application.
- At anytime you may log back into Blackboard for any information concerning our AMEX Corporate Card Program (contact info, expense reporting, etc).
- You will be notified once your application has been approved.
Expense Reimbursement Reports

- Employees complete expense reports to ensure that t-card balances are paid, personal funds are reimbursed, & expenses charged to budget smartkeys are processed
- Expense Reports are completed in Compass
- To request access to the Travel and Expense & Reports Modules in Compass, return completed Compass Access Request Form to Carolynn Miller in RSPH Business Services:
  [http://compass.emory.edu/security_forms/Compass%20Security%20Change%20Request%20Form_All_EEs_v15.pdf](http://compass.emory.edu/security_forms/Compass%20Security%20Change%20Request%20Form_All_EEs_v15.pdf)
Compass Expense Reports

- For your access request, select two modules:
  - View Reports
  - Enter Expense Reports
- Job Aid and Instructions for Compass Expense Reports:
  - [https://secure.web.emory.edu/compass/training/upk/EX_ExpenseReports/ExpenseReports_SuppJobAids.pdf](https://secure.web.emory.edu/compass/training/upk/EX_ExpenseReports/ExpenseReports_SuppJobAids.pdf)
T-Cards and MyWallet Compass Feature

- Accounts Payable regularly executes a program to load AMEX charges for each cardholder into the “MyWallet” feature in Compass.
- Charges are visible in Compass under MyWallet in 1-2 weeks after the transaction date.
- As soon as charges are visible, you are responsible for creating an expense report for those charges to be approved and paid so that the card is not overdue and then canceled.
Accounting for Each Hotel Expense Category

- If a hotel expense folio lumps multiple kinds of expenses into one total, they should be split out on the expense report into separate expenses such as:
  - Lodging – daily room rate and taxes
  - Food
  - Entertainment – movie rentals, massages, etc..
  - Parking
  - Internet/phone use
  - Other services
- See the Compass Job Aid on Expense Reports for Instructions under the “Itemizing Hotel Bills” section
Receipts

- Original, itemized receipts are required.
- If the receipt is for a business meeting meal, you are required to list the names of the attendees, provide an agenda and the business purpose for the meal, and provide an itemized receipt.
- If you are missing an itemized receipt, submit a completed Lost or Destroyed Receipt Affidavit form:
  - [Link](https://www.finance.emory.edu/home/Procure%20and%20Pay/how_to_pay_in_the_marketplace/amxpresstravlostreceipt.pdf)
Mileage

- Emory policy allows reimbursement of mileage expenses at \(0.50/\text{mile}\) for business travel (not for daily commutes) – use the least expensive form of transport
- Provide a set of point-to-point directions with a total number of miles along with the expense report and an explanation for the mileage
- For example: mileage from residence to airport and back and then from residence to airport and back to residence upon return: 104 miles for trip to American Public Health Assoc Mtg.
Ground Transportation
Preferred Vendors

- Emory-preferred vendors for Ground Transportation:
  - [https://www.finance.emory.edu/home/travel/groundtransportation.html](https://www.finance.emory.edu/home/travel/groundtransportation.html)
Insurance

- The University's auto insurance provides liability and physical damage coverage for autos leased on a short-term basis while an employee is on approved domestic University business.
- Therefore, it is not necessary to purchase liability and physical damage insurance from a rental car agency. Should a rental car accident occur, the University will deduct the first $500.00 for physical damages from the traveler's department.
- Additionally, if the traveler uses their Travel Card in their name, they are insured for collision and damage.
- The University will not reimburse travelers if the employee purchases additional coverage on the rental vehicle.
Insurance

• For international travel, the traveler will need to purchase the insurance provided by the car rental agency.

• Personal use of a rental car during a business trip is not covered under University insurance in most cases.

• Travelers who choose to extend a business trip for personal reasons either before or after business is conducted should purchase insurance coverage for those days. This coverage is not reimbursable by the University.
Restrictions – Non-Reimbursable

- Partial list – see finance.emory.edu for details
- Alcohol (not an allowable or reimbursable expense on sponsored program smartkeys)
- Recreation and entertainment
- Concierge fees or personal care expenses
- Baby-sitting, child care, or pet care
- Airline club membership dues or fees
- Auto-repairs
- Laundry (if traveling <5 days)
- Air phone use
Meal & Incidental Expense

Per Diems

- A reasonable allowance for such expenses, not actual amount spent – no need to itemize or save receipts
- Meal expenses are reimbursable for overnight travel
- Travelers must choose to use itemized receipts OR per diem rates on a trip – both may not be used on one trip
- $50.00/full-day or $37.50 for domestic travel days
  - Includes tips
- Use State Dept. per diem guidelines for Foreign travel

http://aopralsls.state.gov/content.asp?content_id=184&menu_id=78
What if I Need an Increase to My Travel Card Limit?

- Most travel-cards have an upper limit of $3,000.00 or $5,000.00
- If you anticipate that your out-of-pocket expenses will be greater than your limit for a trip, send an e-mail request with the trip dates, an explanation of the expenses and a request to have the credit temporarily extended to:
  - E-mail: tascha.short@emory.edu and carolynn.miller@emory.edu
What Constitutes a Business Purpose for An Expense Report?

- A third party with no prior knowledge (external auditor) should be able to understand why this was a legitimate expense (that complied with policy) and that third party should be able to answer:
  - Who attended the meeting, trip, or made the purchase?
  - Where did the meeting/trip/transaction take place?
  - What was purchased and why?
  - Why should the expense be paid for with Emory or sponsored program funds?
  - When did the meeting or the purchase take place?
  - What Emory business purpose was achieved?
RSPH Business and Finance Process

- Gather receipts, mileage information, agendas, and airfare, hotel and rental car folios
- Enter data into Compass for all items paid for with personal funds
- Download all Travel card items pertaining to that specific trip to be reimbursed via MyWallet Feature
- For each item in the report, click on “Detail” then Accounting Detail” and change the account codes
- Click “Save for Later”, NOT “Submit”
RSPH Business and Finance Process

- Print out the bar code sheet and the smartkey data
- How to get the smartkey data all on one page:
  - In Compass, select Reporting Tools
  - Select “Query Viewer”
  - Type in query name in ALLCAPS:
    - EU_EX_EMPLOYEE_SHEETS
  - Click Search button
RSPH Business and Finance Process

- How to get the smartkey data all on one page (continued):
  - Click on HTML link
  - Type in first date you entered the report and the last date you entered the report in this format:
    - MM/DD/YYYY (09/29/2010)
  - Type in the 10 digit expense report number
  - Click “View Results”
  - Print the Results
Account Codes

- Use account code 56100 for all domestic travel expense report items
  - Change the account code defaulted by Compass in Accounting Detail
- Use account code 56030 for all international travel expense report items
  - Change the account code defaulted by Compass in Accounting Detail
- Exceptions: alcohol, entertainment, concierge, laundry
  - Use the account code defaulted by Compass for these unallowable, non-reimbursable expenses
Exception to the Account Codes

- For Alcohol (only allowable on department accounts)
  - Use account code 56510
- Laundry (allowable only if traveling for 5+ days)
  - Use account code 56100 (domestic) or 56030 (international)
- Event or Conference Registration Expenses
  - Use account code 56410
RSPH Expense Report Checklists

- RSPH has created 3 checklists to ensure complete and accurate expense reports are being submitted for:
  - Domestic Travel
  - International Travel
  - Non-travel reimbursable expenses

- These required checklists and the RSPH Business and Finance oversight of all expense reports prior to submission in Compass to Emory University Accounts Payable ensure: adequate funds; grant or school and University policy compliance; appropriate use of funds; and signature pre-approvals of all payments
Gather your back-up documentation – original receipts, conference program or meeting agendas, mileage information, exchange rate information for items paid for with personal funds in foreign locations.

Please tape receipts to 8.5 x 11 inch paper for scanning.

Clip to the appropriate RSPH Checklist and the *signed* Expense Report Bar Code Sheet.

Be sure to get PI or Dept. Chair approval (depending on which smartkeys are being charged).
RSPH Business and Finance Process

- Submit to RSPH Business Services
- We will check for completeness and policy issues
- Research Financial Analysts will provide signature approvals after checking the relative budgets, CAS exceptions, allow ability of expenses, and compliance
- Once all RSPH approvals have been completed, RSPH Business Services will contact you and tell you to click “Submit” to send the expense report to Accounts Payable for processing
- RSPH will courier your original documents to A/P
RSPH Business and Finance Process

- A/P staff review the data, scan documents, and check for University compliance, and approve.
- Once A/P approves the report, we can see it and the scanned documents online and we approve payment.
- Expense totals above $500.00 require multiple levels of approval before payments will be made.
- Approvals result in journal entries to budgets.
- Payments are issued 2 business days after final approvals.
- Call 7-5400 to inquire about status.
Faculty and Staff Responsibilities

- Expense reports should be completed as soon as charges for any items charged to the Travel Card appear in MyWallet.
- The remaining expenses should be processed in an expense report immediately upon return.
- Any issues or problems should be brought to the attention of RSPH Business Services promptly.
- Faculty and staff need to abide by RSPH and University policy.
Establishing Compass Proxies

- Log in to Compass: compass-login.emory.edu
- Click “Employee Self-Service” Link
- Click “Travel and Expenses” Link
- Click “User Preferences” Link
- Click “Delegate Entry Authority” Link
- Click + button
- Click on the magnifying glass to search for the user ID of the proxy to be authorized
- Click on the “Advanced Lookup” Link to conduct search for the employee by name (description)
- Click “User ID” link for the proxy
- Click “Save” button, then “OK” button
Setting Up Compass E-Mail Notifications

- These notices will notify you if your expense report has been approved (will be paid in 1-2 business days) or denied and needs to be edited and re-submitted.
- Click on Smart Solutions > Smart Workflow > Setup > Assign Proxy User
- Select type of transactions for which you want to receive e-mail notifications (Expense Report Approval)
- Click the e-mail notification check box to activate
- Click save
Issues?

- Please contact RSPH Business Services promptly if you have questions or issues:
  - RSPH Business Services
    - Leola Morgan, (404) 712-1234/lpmorga@emory.edu
    - Linda Longwell, (404) 727-9761/trlll@emory.edu
    - Allyson Frye, (404) 727-3392/aafrye@emory.edu
    - Carolynn Miller, (404) 712-8379/cmmille@emory.edu
  - Emory University Accounts Payable
    - (404) 727-5400
    - actspay@emory.edu
Questions?