TRAVEL EXPENSE VOUCHER (TEV) INSTRUCTIONS

The URI Travel Procedures are on the Controller’s Travel website. The State-Approved Travel Agency processes all airfare, lodging and auto rentals. Domestic travel on Funds 401, 500 and 110 are not required to use the state travel agency and reasonable travel expenses with original receipts will be reimbursed after submission of TEV.

Please follow these instructions to avoid document or signature errors, which will cause a delay in expediting the TEV.

Travel Email: travel@etal.uri.edu

For questions and more information, visit the Controller’s Travel website or contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tory Perrotta</td>
<td>874-4449</td>
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<td>Traveler last name: A-F</td>
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<td>Traveler last name: G-Ma</td>
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<td>Linda Lenz</td>
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<td><a href="mailto:llenz@uri.edu">llenz@uri.edu</a></td>
<td>GSO Funds and Traveler last name: V-Z</td>
</tr>
<tr>
<td>Vacant</td>
<td>874-4419</td>
<td></td>
<td>Travel &amp; PCard Manager</td>
</tr>
<tr>
<td>Doreen Bolster</td>
<td>874-4422</td>
<td><a href="mailto:doreen_bolster@uri.edu">doreen_bolster@uri.edu</a></td>
<td>Associate Controller, Accounting</td>
</tr>
</tbody>
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DATE – date completing the TEV. Due within 10 business days of returning from travel.

TAR # – the original Travel Authorization Request number for the approved travel.

NAME – name of traveler

EMAIL – email of traveler

PS VENDOR ID NUMBER – vendor ID from PeopleSoft Financials

HOME MAILING ADDRESS – traveler’s address

EMPLOYEE DEPT – campus department where traveler works

ARRIVAL DATE & TIME – dates & time is relevant for meal allowance

(Note: Arrival time is the time the traveler arrives at their residence or the University (whichever is applicable) on the last day of travel)

DEPARTURE DATE & TIME – dates & time is relevant for meal allowance
(Note: departure time is the time the traveler leaves their residence or the University (whichever is applicable) on the first day of travel)

**DESTINATION** – be specific

**CAMPUS TELE. #** – campus phone number

**PURPOSE OF TRAVEL** – name of conference, reason to attend, etc.

**AUTOMOBILE TRAVEL** – all information must be completed if reporting mileage, parking or toll

### OUT OF STATE TRAVEL

- All prepaid travel expenses, including travel booked by the state travel agent, need to be listed
- ALL expenses being reimbursed must be itemized **daily** using the appropriate column
- **PER DIEM** – meals and Incidental Expense which needs a separate line for each day
- per diem rates are from URI Travel Policy (no receipts needed). Exception for Foundation Fund 401 or for certain federal grants. Federal per Diem rates are for Fund 500 **only**.
  - For State Funds, reimbursement will be based on a flat rate. The flat rate is based on departure and arrival times. There will be a $5 incidental expense per diem for gratuities paid for the following types of services: baggage carrier tip, hotel room cleaner tip, taxi driver tip, valet services tip and coat checker tip.
    - If traveler’s scheduled departure time is before noon, they will receive $30.00 for the first day of travel.
    - If traveler’s scheduled departure time is after noon, they will receive $15.00 for the first day of travel.
    - All other days of travel will be at the rate of $30.00.
    - If traveler’s arrival time is scheduled before noon, they will receive $15.00 for the final day of travel.
    - If traveler’s arrival time is scheduled after noon, they will receive $30.00 for the final day of travel.
  - For Federal Funds, reimbursement will be based on the federal per diem.
    - For the first day of travel, if the traveler’s scheduled departure time is prior to the normal business start time of 8:00 am, the traveler will receive 100% of the federal per diem. Otherwise, the traveler will receive 75% of the federal per diem.
    - For the last day of travel, if the traveler’s scheduled arrival time is after the normal business hour of 5:00 pm, the traveler will receive 100% of the federal per diem. Otherwise, the traveler will receive 75% of the federal per diem.
    - For all other days, meals are reimbursed in an amount not to exceed the standard (i.e. per diem) meal allowance.
• Less Cash Advances received, if any
• Less Payments on URI Travel Card
• Less Payments on URI PCard
• The total line should **only** include the amount to be reimbursed to you or due URI
• If the advance exceeds the expenses, please remit a check payable to URI with your TEV

**CHARTFIELD** – MUST be the same as on the TAR or an amended TAR must be submitted.

**REQUIRED SIGNATURES**

• Traveler
• Department / Division Head If TEV exceeds the original amount on the TAR, approval signatures are required by Vice President, Vice Provost or Dean
• Foundation (Fund 401 only)
• Office of Sponsored Projects (Fund 500 only)