TRAVEL TRAINING

September 2022
TRAVEL PROCESS OUTLINE

1. OVERVIEW OF TRAVEL TIMELINE

2. GETTING STARTED
   a. URI Travel Policy
   b. Travel & Expense Module on e-Campus Financials
   c. State-approved travel agency – Direct Travel/Concur Portal
   d. URI Travel Visa Credit Card

3. TRAVEL PROCESS
   a. Travel Authorizations
   b. Booking travel
   c. Expense Reports

4. ADDITIONAL INFORMATION
   a. Per Diem
   b. Combining business travel with personal travel
   c. Unallowable expenses
   d. Transportation, Travel & Expense Module

5. QUESTIONS
OVERVIEW OF TRAVEL TIMELINE

1. Review URI Travel Policy Procedures & Restrictions
2. eCampus Financials access, Concur profile, URI TCard
3. Authorize eCampus Financials delegates
4. Submit Travel Authorization & secure approval
5. Book travel & create Expense Report
6. Finalize & submit Expense Report
GETTING STARTED

a. URI Travel Policy
b. Travel & Expense Module on e-Campus Financials
   • Adding Delegates
   • Direct deposit set-up
c. State-approved travel agency – Direct Travel/Concur Portal
d. URI Travel Visa Credit Card
TRAVEL POLICY

Posted on the Controller’s Office Travel page: https://web.uri.edu/controller/travel/

All URI travelers and their delegates arranging University-related travel must review the Travel Policy in full before beginning the travel process.

No travel reservations or charges should be incurred until the traveler has obtained an approved Travel Authorization with a valid budget status.

URI Travel Policy & Non-Employee Travel: Non-employees include students, guest speakers, or candidates, among others.

If a non-employee will book their own travel with intent to request reimbursement from URI, it is the responsibility of the department associated with the travel to alert them to the URI Travel Policy, as URI will not reimburse non-employee travelers for unallowable expenses. We recommend any University-financed, non-employee travel arrangements be made by a URI employee familiar with the travel policy and procedures.
FIRST TIME USERS – Registration and Setup

1. Download the PeopleSoft Financials Access Form on the Controller’s Office website

2. Enter the User Information of the person to be reimbursed

   - Students: must include supervisor and delegate
     - Supervisor = Student’s professor
     - Delegate = Administrative person from department

4. Obtain the proper signatures and email the completed form to: financials_e-campus@etal.uri.edu

   Signatures must be handwritten, or a certificate-based digital ID in Adobe example:
   ![Signature Example](example.png)

5. Once approved, follow the steps on the next page to login to e-Campus Financials
1. Navigate to URI's homepage > Faculty or Staff > e-Campus Financials

2. Enter your e-Campus username and password and click Sign In
• Create and submit documents for travelers
• Can coordinate arrangements for traveler
• Traveler has ability to add/update Delegates through:
  • Financials Access Form
  • Financials
  • Request made with Travel Office
• All student travel goes through delegates

Click + to add a delegate. Click on the🔍 to search by Description. Select Authorization level and click “Save.”
SETTING UP YOUR ACCOUNT: DIRECT DEPOSIT

To add direct deposit for travel expenses, enter your personal bank information in the T&E module. This must be done even if you are already being reimbursed via direct deposit from Accounts Payable for payroll.

1. Click “Bank Accounts”
2. Set the payment method to “Automated Clearing House” (ACH)
3. Click the “Default” check box, then click the bank icon
SETTING UP YOUR ACCOUNT: DIRECT DEPOSIT

- All * fields are required
- Bank ID Qualifier is always “001”
- Enter your Bank’s Routing Number for both the “Bank ID” and “Depository Financial Institution” fields
- DFI Qualifier is always “001”
- Click “Ok” to return to the previous screen
- Be sure to click “Save” before exiting

Your bank’s routing number and your bank account number are noted on your personal checks.
• Recommended to comply with URI Travel Policy

• Required for certain trips (see “Booking Travel” section of presentation)

• Requires an APPROVED TA # and Department Code

• Provide required quote comparisons for:
  1. Booking independently
  2. Combining personal travel with business travel

STATE OF RI TRAVEL AGENCY – DIRECT TRAVEL/CONCUR

(866) 498-7436
corporatealo@dt.com
DIRECT TRAVEL – CONCUR ONLINE BOOKING PORTAL

- https://web.uri.edu/controller/travel/book/
  - Register for Concur account
  - Manage user profile and preferences
  - Retrieve Itineraries
  - Note: When signing in, choose “Sign in with your password”
TRAVEL VISA CREDIT CARD (TCard)

- Allows Employees to charge travel expenses directly to a funding source, rather than paying out-of-pocket from personal funds.

- TCard transactions automatically load into the e-Campus Financials “Wallet” and must be added to an Expense Report as soon as they post to avoid daily email reminders.

**BEST FOR**

Employees booking travel 2+ times per semester

**REQUIRES**

Training and short test on Brightspace

**LIMITS**

$2k per transaction, $5k per billing cycle

Application Process

- Complete URI Travel Card Application and the Travel Card Agreement found on the Controller’s Office website: [https://web.uri.edu/controller/travel/getting-started/](https://web.uri.edu/controller/travel/getting-started/)
- Complete mandatory training and short test on Brightspace
TRAVEL PROCESS

a. Travel Authorizations
b. Booking Travel
c. Expense Reports
TRAVEL AUTHORIZATIONS: Purpose

- Permission to be away from campus
- Encumber (“reserve”) funding
- Secure funding approval
- No approved TA: Traveler bears financial responsibility
<table>
<thead>
<tr>
<th><strong>All employee and student out-of-state travel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-employee travel if charged to TCard</strong></td>
</tr>
<tr>
<td><strong>In-state travel only if renting a vehicle (in-state vehicle rental broadly prohibited)</strong></td>
</tr>
<tr>
<td><strong>Third party funding: create TA for $0.01 and contact Travel Office to close</strong></td>
</tr>
</tbody>
</table>
TRAVEL AUTHORIZATIONS: Preparing

- Identify the funding source (Chartfield string)
- Determine destination & approximate travel dates
- Prepare documentation for business purpose of travel
- Gather cost estimates for anticipated expenses

- Cash or Employee’s Personal Credit Card - Payment Types used when you would pay personally and seek reimbursement.
- Paid By URI – For Accounting Office only, do not use.
- Personal Travel Owed URI – Only used on ER if money owed to URI (ex. Accidental charge)
- Redistribution – Only used on ER to split TCard expense between funding sources
- URI Employee Travel Visa – charges on TCard
Submit your Travel Authorization (TA) at least 2 weeks before your trip to allow time for the approval process and to encumber funds.

1. HR Supervisor (Department approver)
2. Level 1 Approver per Chartfield String Authorization
3. Level 2 (Final) Approver per Signature Authorization
4. Sponsored Projects Approver and/or Foundation Approver

NOTE: Approvers with Signature Authorization only approve once and then the system will auto-approve
TRAVEL AUTHORIZATIONS

- Use the icons next to the “Business Purpose” “City” and “Date” fields to open selection menus/boxes.
- Description fields are free form text fields used to give detailed information about your travel.
• Click “Attachments” under the date field to add files to document the details or justification for the trip.

• On the next screen, click “Add Attachment”, choose the file from your computer and click “Upload”.

• When you’re done, click “Ok” to return to the Travel Authorization details page.
Travel Authorizations: Projected Expenses

- Select the date by clicking the calendar page icon.
- Select the “Expense Type,” “Payment Type,” and “Billing Type” from the corresponding drop-down menus (Note: “Billing Type” will always be Internal except for Fund 500)
  - Selecting an “Expense Type” will automatically populate the correct “Account” number in the CFS.
- Add justification for the expense in the Description box.
- Click the arrow next to “Accounting Details” to enter the funding CFS.
The Chartfield String ("CFS") can be entered or changed here for each line.

If only one funding source/CFS is being charged for the entire trip, it can be entered on the "Default Accounting" option in the "Actions" menu.

After entering one line, "Save for Later" to generate a TA ID #.

Additional lines can be added or removed by clicking the + or – at the end of the line.
Travel Authorizations: Accounting Details

Click the expansion triangle to enter CFS

If you do not know your CFS, contact your department fiscal person

Every CFS must have the following:

- **Account**: Populates automatically based on Expense Type chosen (ex. Domestic Travel Expense Type populates the Account 5742. Foreign Travel populates Account 5745.)
- **Fund**: 3 digit number
- **Dept.**: 4 digit number that will automatically populate based on the traveler’s “home” department, but can be changed if needed
- **Program**: 4 digit number

Charging a Project (Fund 500) - Account, Fund, Dept., Program and ADD the following:

- **PC Bus Unit**: Always URIPS
- **Project**: 7 digit number
- **Activity**: Always RESEARCH

**Note**: Bud Ref, Source Type, Category, Subcategory, Affiliate and Fund Affil. fields are not required.

Common Errors – denoted by

- **Chartfield does not exist in Signature Authorization** – indicates an incorrect CFS entered
- **Billing Type** – must coordinate with Fund entered on CFS (Fund 500 = “Billable” and all others are “Internal”)
### Travel Authorizations: FAQs

#### Edit TA?

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td>Pending and not yet submitted</td>
</tr>
<tr>
<td></td>
<td>Submitted and waiting approval (can be sent back for revision or withdrawn to revise)</td>
</tr>
<tr>
<td><strong>NO</strong></td>
<td>Submitted and fully approved</td>
</tr>
</tbody>
</table>

#### Canceling a TA?

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td>Approved, but not yet associated to an ER</td>
</tr>
<tr>
<td></td>
<td>Approved and associated to an ER, it must be sent back first and detached before it can be cancelled</td>
</tr>
<tr>
<td><strong>NO</strong></td>
<td>Associated TA to a pending ER, not submitted</td>
</tr>
</tbody>
</table>

#### Delete TA?

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td>Pending and not yet submitted</td>
</tr>
<tr>
<td></td>
<td>Submitted but not approved</td>
</tr>
<tr>
<td></td>
<td>1. Withdraw TA</td>
</tr>
<tr>
<td></td>
<td>2. Delete</td>
</tr>
<tr>
<td><strong>NO</strong></td>
<td>Submitted but not approved</td>
</tr>
</tbody>
</table>

#### Whose name on TA?

- One TA per traveler (can reference other travelers in notes)
- Ideally, in the name of the person using the TCard

#### Virtual Conference?

- No TA is required

#### Ticket # on TA?

- Not required
1. Double check the details, expenses, and funding, then click “Save for Later”. This will assign an ID number to the TA.
2. Click “Summary and Submit,” to open the submission page.
3. Check the box to certify the information entered is correct and press “Submit Travel Authorization.”
4. You must click “OK” on the next page to submit the TA.
5. The TA is submitted when you see the red confirmation text.
BOOKING TRAVEL: Funding Guidelines

DOMESTIC TRAVEL

**FUND: 110, 500, 401**
may book independently

**FUND: 100 & all other**
must use Direct Travel

INTERNATIONAL TRAVEL

All funds book through Direct Travel
- No exceptions -

Sponsored projects must comply
with Fly America Act

EXCEPTIONS

**DOMESTIC TRAVEL:** “100 & All Other” may book independently if cost is significantly lower than Direct Travel

- Quote comparison required
- Same itinerary retrieved on day of booking

**THIRD PARTY PAYER:** When a third party will reimburse for trip expenses:

- Reimburse employee: any travel agency/booking platform
- Reimburse URI directly: employee must use Direct Travel
**TRAVEL ARRANGEMENTS**

- Follow guidelines specific to funding source
- Overnight accommodations: > 55 miles away only
- **Must book lowest rates/fares**
- Rental cars – use URI contracted agencies or lowest-cost alternative when preferred agencies unavailable
  - Do not pay for insurance on domestic travel – included in National/Enterprise contracts or provided by Office of Risk Management
  - Do not pay for any additional add-ons or upgrades
- Airport parking: only **Garage C (Red Beam Garage)** and **Economy Lot E** allowed
Expense Reports

- Created when first expense incurred
  - E.g., booking airfare a month in advance

- Reconcile TCard transactions – pull expenses from “My Wallet”
  - When a charge is made using the VISA, it will post to the wallet in approximately 3-5 days.

- All expenses require backup documentation
  - I.e., Itemized receipts, Folios, Google Maps routes

- Must have TA associated with it

- Highly recommend travelers set up Direct Deposit

- Submit expenses for reimbursement once travel is finalized and all wallet transactions have posted
Enter your Employee ID number or the ID of the traveler if you’re working as a delegate for someone else

Click “Add” to generate a blank ER form

Enter the heading information to match what was approved on the TA
• Add expenses using the process outlined for TA’s

• Give as much detail as possible:
  o **Business purpose** should match what was entered on the TA
  o **Receipts are required** – attach receipts using the link in the header, or by expense with the paperclip icon
  o If expenses were incurred on behalf of another traveler, include their name, TA#, and trip details
  o **Dates and departure/return times are required** to calculate per diem. Include Itinerary for documentation.

Expenses charged to a URI Travel Visa Credit Card (TCard)

• Charges to a TCard are loaded into the MyWallet section of the e-Campus Travel Module

• MyWallet can be accessed using the link on the ER header, or through the “Quick Start” menu
• Charges to a TCard are loaded into the MyWallet section of the e-Campus Travel Module

• Add the transactions related to the trip by clicking the box under “Select,” and then clicking “Done”

• **NOTE:** Check the “Expense Type” description – if it’s not accurate, change it by clicking the link (next slide)

• Once the transaction is pulled to the expense report, it cannot be modified
URI TCard: Changing the transaction “Expense Type”

- Click the link under “Expense Type” to open the transaction detail page.
- Select the appropriate expense type from the drop down that accurately describes the charge.
- A description may also be added on the wallet detail screen.
- Click “Return to My Wallet” when finished updating.
Check the expense details for accuracy, including the CFS under “Accounting Details.”

Click “Save for Later” and make note of the ER “Report ID.”

MODIFY/VIEW EXPENSE REPORT

Navigate back to the “Create/Modify” page.

Search for the ER using the Report ID, traveler’s name, or Empl ID Number.

Double check the ER number, and click into the report.

The TA must be associated with the ER in order to release the funds that were previously encumbered.
Expense Reports: Submitting

1. Click on “Summary and Submit”
2. Check the box certifying the expenses and details are accurate, and click “Submit Expense Report”
3. Click “Ok” on the “Submit Confirmation” page
4. Your report has been submitted when you see the red confirmation text
1. Navigate to the “View” page and search by Report ID, name, or Employee ID.

2. Click “View Printable Version”.

3. A new tab will open to generate a PDF of the ER.

4. The ER will be “Queued” before the PDF opens.

5. Use the printer icon to print a copy of the PDF.
ADDITIONAL INFORMATION

a. Per Diem
b. Combining business travel with personal travel
c. Unallowable expenses
d. Transportation
e. Favorite Navigations
Travelers may claim per diem to cover food and incidentals (such as cash tips) while away for overnight travel.

In the case of overnight flights, the departure day is considered the last day of travel.

## RATES VARY BY FUND

<table>
<thead>
<tr>
<th>Fund</th>
<th>Domestic Travel</th>
<th>Foreign Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>State of RI¹</td>
<td>US DOS³</td>
</tr>
<tr>
<td>110 &amp; 500</td>
<td>GSA²</td>
<td>US DOS³</td>
</tr>
<tr>
<td>401</td>
<td>State of RI¹ or Receipts</td>
<td>US DOS³ or Receipts</td>
</tr>
<tr>
<td>All other</td>
<td>State of RI¹</td>
<td>US DOS³</td>
</tr>
</tbody>
</table>

1 The State of RI sets a flat rate each year, currently $50/day
2 The U.S. General Services Administration (GSA) rates are determined by destination city, posted on the GSA website
3 The U.S. Department of State (US DOS) rates are determined by destination country and city, posted on the US DOS website

## CLAIMING FIRST/LAST DAY PER DIEM

<table>
<thead>
<tr>
<th></th>
<th>STATE OF RHODE ISLAND</th>
<th>FEDERAL (GSA AND US DOS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day 1: Depart</td>
<td>Claim</td>
</tr>
<tr>
<td>Before 12:00 PM</td>
<td>100% of rate</td>
<td>Before 8:00 AM</td>
</tr>
<tr>
<td>After 12:00 PM</td>
<td>50% of rate</td>
<td>After 8:00 AM</td>
</tr>
<tr>
<td>Last Day: Return</td>
<td>50% of rate</td>
<td>Last Day: Return</td>
</tr>
<tr>
<td>Before 12:00 PM</td>
<td>100% of rate</td>
<td>After 5:00 PM</td>
</tr>
<tr>
<td>After 12:00 PM</td>
<td></td>
<td>After 5:00 PM</td>
</tr>
</tbody>
</table>
COMBINING BUSINESS TRAVEL WITH PERSONAL TRAVEL

- Must not result in additional cost to URI
- Requires written price quote comparison from Direct Travel at time of booking
- Personal cost deducted from reimbursable amount or paid back to URI (TCard)
- Book travel out-of-pocket to avoid owing money to URI
- Include personal travel dates on TA
- Exclude personal travel costs on TA

EXAMPLE: Conference in Paris - starts Sun, 10/3, 5 PM, ends Wed, 10/6, 11:30 AM

**Business Only**
- Sun AM 10/3: Arrive Paris
- Wed PM 10/6: Flight, Paris to PVD
- Hotel: 3 nights
- Airfare: $600 → TA amount = $600
- Hotel: $600 → TA amount = $600
- TA Dates → 10/3-10/6

**Business + Personal**
- Sun AM 10/3: Arrive Paris
- Sat PM 10/9: Flight, Paris to PVD
- Hotel: 6 nights
- Airfare: $800 → TA amount = $600
- Hotel: $1200 → TA amount = $600
- TA Dates → 10/3-10/9
Unallowable expenses paid for:

- with personal cash/credit card – will not be reimbursed
- on URI TCard – will require cardholder to reimburse URI

- Trip insurance
- **Transportation:** upgrades to class or seat (e.g. extra leg room), in-flight services, extra baggage
- Rental cars: insurance (domestic), class upgrades, prepaid fuel, add-ons such as GPS
- **Accommodations:** room upgrades, additional guests, room service
- Restaurants & Dining: alcohol – Note: food/dining generally not allowed on ER as food is covered with per diem
- Conferences: any costs other than registration fee (e.g. extra activities, special meals)
TRANSPORTATION (most cost-efficient means of travel)
TRANSPORTATION (most cost-efficient means of travel)

https://web.uri.edu/controller/travel/vehicle-rental

Retain itemized car rental receipt even if it will be direct billed

Insurance

Agreements include full collision damage waiver and liability coverage up to $300,000 which pertains to third party claims.

International travel: you must purchase the collision damage waiver and liability insurance in the minimum amount offered by the rental agency. The University’s auto policy does not extend coverage to non-U.S. territories.

Non-Preferred Car Rental Agency for Domestic Travel

• Request a Certificate of Insurance through University Risk Management
• Must be made at least four days prior to traveling
• Insurance certificate will be emailed to you, that you will print and bring to the rental agency
QUESTIONS

CONTACT US

(401) 874-6927

web.uri.edu/controller/travel

travel@etal.uri.edu

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