

Travel Questions and Answers

Q1. Has my reimbursement been processed?

A1. I can help you with that. When did you submit the claim, what is the name on the Travel Document and what is the Travel Document Number?

Action: Check monitoring MS Excel spreadsheet (on Accounts Payable Google Drive) and advise.

Q2. My reimbursement claim has now been with Accounts Payable for over a month, how can I ask them to expedite it now? I need my money.

A2. I will check to see when it was received and what might be holding it up. OR Accounts Payable tries to process all travel claims in a reasonable time, as your claim has taken longer than their standard of service, I will submit a work request to them today.

Q3. Who is allowed to travel with UNLV?

A3. Authorized travelers, reimbursable by Travel Document claim include Employees, Students, or Volunteers (who have been processed by Human Resources).

Q4. What is Travel Status?

A4. A person traveling 75 miles or more outside of Las Vegas is considered to be in Travel Status.

Q5. When does Travel Status begin and end?

A5. If traveling by plane, Travel Status begins two hours before the scheduled departure time (three hours for international travel) and ends at the arrival time shown on the flight itinerary.

Q6. When should a Travel Document be completed?

A6. A travel document (section II Travel Authorization) must always be completed prior to travel, even if the expenses are being paid by another entity (zero travel doc).

Q7. Who should sign the Travel Document?

A7. The Travel Document should be signed by the traveler, the traveler's supervisor, and an authorized signatory of the account to be charged the travel expenses.

Q8. Can my travel expenses be prepaid prior to me traveling?

A8. Yes, with appropriate planning, almost all travel expenses may be prepaid, including flights, checked baggage, lodging expenses, shuttles to and from the airport, and conference registrations. In addition, a per diem advance may be requested to cover the anticipated cost of meals.

Q9. How can travel expenses be prepaid?

A9. Most travel expenses can be prepaid by PCard, and some can be prepaid by Payment Voucher.

Note: Meals are not allowed to be paid by PCard while a cardholder is in travel status except when hosting.

Q10. Who can request a Travel (Per Diem) Advance?

A10. Employees and Students may request a Travel (Per Diem) Advance, Volunteers may not request or receive a Travel (Per Diem) Advance.

Q11. How much will I receive as my Travel (Per Diem) Advance?

A11. Employees may receive up to 100% of calculated Per Diem, based on the time spent in travel status. Students may receive up to 75% of calculated Per Diem, based on time spent in travel status.

Q12. When should I request a Travel (Per Diem) Advance?

A12. Travel (Per Diem) Advances should be requested at the earliest opportunity and will normally be made available five business days before the beginning of the trip.

Q13. What meals are covered by a Travel (Per Diem) Advance?

A13. Travel (Per Diem) Advances are based on the time you are in travel status, the meal times are:

Breakfast 12:00 AM – 10:00 AM

Lunch 10: 01 AM – 3:00 PM

Dinner 3:01 PM – 11:59 PM

If traveling by airplane, you enter travel status two hours before the scheduled flight departure time for domestic flights and three hours before the scheduled flight departure time for international flights. If traveling by car, travel status starts and ends at the time of departure from home at the beginning of your trip and arrival home at the end of your trip.

Q14. Are there any restrictions when I book my flight?

A14. Yes, you must find the best value fare available and any costs associated with upgraded flight class, seats, preferred seating, or preferred boarding are ineligible for payment/reimbursement and are the responsibility of the traveler. Upgraded seats may only be purchased when a current medical certification is lodged with the Human Resources department.

Q15. My flight is not that far and I would prefer to drive, can I do this?

A15. Yes, subject to the approval of his or her supervisor, an employee may use their personal vehicle as transportation. If a one-way trip is over 200 miles the traveler's supervisor must approve the payment of mileage. There are two levels of mileage payable:

54 cents per mile (UNLV Convenience)

28.75 cents per mile (Traveler's Convenience)

NOTE: Effective January 1, 2014, unless specifically authorized in writing by the employee's supervisor, an employee who makes a single trip greater than 200 miles must use a State Motor Pool vehicle or an approved state rental car agency (<http://www.unlv.edu/controller/travel-program/mileage>) instead of a personal vehicle for such travel if either option is less expensive than use of a personal vehicle.

When submitting mileage reimbursement request to Accounts Payable, please make sure that the proper approval has been obtained and supporting documents are attached.

This change is due to the update in the Board of Regent Handbook, page 79; section 10; number 4. Would you like me to send you a link?

<http://system.nevada.edu/tasks/sites/Nshe/assets/File/PGMCH05FISCALPROCEDURES.pdf>

Reimbursement for use of a personal vehicle must be shown to be less expensive than other alternatives or the reimbursement will be limited to the lowest cost.

Q16. What must I do to claim a mileage allowance?

A16. In order to claim mileage as part of a travel reimbursement claim you must provide the following:

- 1) Vehicle odometer readings at the start and end of the travel activity, a mileage log for local travel (or Mapquest mileage documentation).
- 2) The address of departure, destination, and return.
- 3) Times of departure from home and arrive at home
- 4) A detailed printout of the trip routes take, use the web-site www.mapquest.com.

Q17. May I use a rental car while in travel status?

A17. Yes, when approved as necessary but there are strict rental car policies in place that you should know about:

In State - All car rentals occurring within the Reno/Carson City area are required to rent through the State of Nevada Motor Pool. All car rentals occurring with the Las Vegas area are required to rent with Enterprise.

Out of State – Car rentals go through contracted rental agencies (Enterprise, National, or Hertz).

Q18. What are the Car Rental Contracted Agencies?

A18. The use of contracts is mandatory and additional “add-ons” will be at the renter’s expense. All necessary insurances are already included and extras such as satellite radio and navigation tools will not be reimbursed. For reasons such as traveling to a foreign country or the time of arrival a contracted agency may not be available the Non Contracted Vehicle Rental Request for Authorization form must be completed and attached to the travel document submitted for reimbursement.

The contracted agency details are:

VendorTelephone	Number	Account Number
Enterprise/National	1-800-499-8370	XZ54WNV
National (one way only)	1-800-499-8370	XZ54097
Hertz Corporation	1-800-654-3131	CDP # 88103

Q19. How much can I spend on Lodging?

A19. Lodging rates may be found on the web-site www.gsa.gov by entering the zip-code of the hotel where you will be staying used to identify the correct rate. The rate to be used is exclusive of taxes and fees etc. Would you like me to send you a link?

<http://www.gsa.gov/portal/category/100120>

Q20. What if the GSA rate are not high enough for me to find a hotel room?

A20. In certain circumstances, exceptions to the lodging rate detailed on the GSA.gov web-site may be allowed. Lodging rate exceptions are based on surveyed and non-surveyed sites:

A surveyed site is defined by cities and counties specifically listed on the GSA table.

A non-surveyed site is defined as any city or county not listed on the GSA table.

Lodging exception rates are:

In State (NEVADA) – Surveyed – NO EXCEPTIONS, the rate shown on the GSA table is the maximum allowable rate per night.

Non-surveyed – 150% of the CONUS rate shown on the GSA table. E.g. \$80.00
CONUS rate x 150% = maximum allowed of \$120.00.

Out of State

Surveyed rate – 175% of GSA table rate.

Non-Surveyed rate – 300%. E.g. \$80.00 x 300% = \$240.00.

Would you like me to send you a link to the form?

<http://www.unlv.edu/controller/forms>

Q21. In what circumstances could a lodging exception be approved?

A21. There are two conditions under which a lodging exception might be approved:

Condition A – Lodging is procured at a prearranged place such as a hotel where a meeting, conference, or training session is being held.

Condition B – Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to and from the nearby location exceed the cost savings from occupying less expensive lodging.

Would you like me to send you a link to the form?

<http://accountspayable.unlv.edu/forms.html>

Q22. Will tips that I pay while on travel status be reimbursed?

A22. No, tips are not reimbursable. A \$5.00 per day Incidental allowance is provided to cover tips, etc. In addition, reimbursement will not be made for: Room Service, Hotel Restaurant Charges, Room Safe Rental, In-Room Movies, Refreshments/Mini Bar expenses, or Telephone Calls from the hotel for personal use that exceed \$10.00 per day.

Q23. Are per diem and lodging rates the same at every location?

A23. No, they are not the same, reference should be made to the GSA.gov web-site to make sure that the correct rates and being used for travel related expenses and reimbursement.

Q24. I will need ground transportation, not car rental, when in travel status, what is allowed?

A24. Parking is an allowable expense, as are taxi, bus, shuttle, or train expenses, tips for taxis and shuttles are not reimbursable.

Q25. What receipts must I submit with my claim?

A25. Receipts are an important part of your travel claim. Receipts for the following expenses must be provided:

- 1) Airfare, to include a full travel itinerary and details that demonstrate method of payment
- 2) Lodging, a detailed itemized folio, which includes a method of payment and a \$0.00 balance
- 3) Registration fee, which includes a method of payment
- 4) Car Rental, a detailed itemized receipt which includes a method of payment
- 5) Parking, taxis, bus, shuttle or trains expenses, fuel for rental cars, below \$25.00 in value are not required

Q26. What if I do not have the required receipts?

A26. An Affidavit of Lost Receipt may be submitted in place of a receipt for parking, taxis, bus, shuttle or train expenses should those expenses be over \$25.00. Affidavits of Lost Receipt may not be used in place of Airfare, Lodging, Registration fee, and Car Rental expenses.

Q27. What if I travel abroad?

A27. Foreign travel should be treated similarly to out of state travel, subject to some additional requirements, these are:

- 1) The traveler is responsible for translating any receipts/documents submitted as part of the travel reimbursement claim process.
- 2) The traveler is responsible for converting foreign travel expenses into the US dollars.
- 3) Any currency conversions should be done on the web-site oanda.com and a copy of their online conversions should be attached to a claim.
- 4) Foreign lodging and per diem rates may be found on the GSA.gov web-site.
- 5) If flying abroad on official university business every effort should be made to use an American airline carrier.

Would you like me to send you a link to Oanda.com?

<http://www.oanda.com/>

Q28. What do I do if I have completed a claim for travel reimbursement and had my claim processed, only to find that I have receipts for expenses that I did not submit for reimbursement?

A28. In this circumstance, you can still be reimbursed, to be reimburse for these additional items:

- 1) Send a copy of the original Front Page of the Travel Document and highlight the additional expense as now shown on the Travel Document.
- 2) Add a capital letter A to the immediate right of the Travel Document number.

- 3) Write "Amended" on the top of the Travel Document.
- 4) Attach additional receipts (as applicable) and have new signatures applied to the Travel Document.

Q29. What do I do about candidate travel?

A29. Candidate travel reimbursement (student and employment) is processed on a Payment Voucher.