



TRAVEL FORUM II

8/13/2019

TRAVEL TRAINING

Videos for travel training are available here:

https://cpcontents.adobe.com/public/newlearner/newlearner_6cba05d4.html?accountid=1538#/course/1077278/instance/1160904/preview

TRAVEL RESPONSIBILITIES

Travel Specialist (Level 10)

The Travel Specialist should be customer service oriented and an expert in regards to university travel. They should be knowledgeable in regards to Travel Policy 515 and all travel procedures.

The Travel Specialist is responsible for any questions, problems, or clarifications needed by the traveler, Business Services, or the Travel Office.

The Travel Specialist should be the contact for all travelers and travel initiators within their college. Travelers and initiators should work directly with the Travel Specialist for complete and accurate travel authorizations (TA) and travel reimbursements (TR).

The Travel Specialist is responsible for ensuring the complete accuracy of all TA/TRs with special attention given to the following:

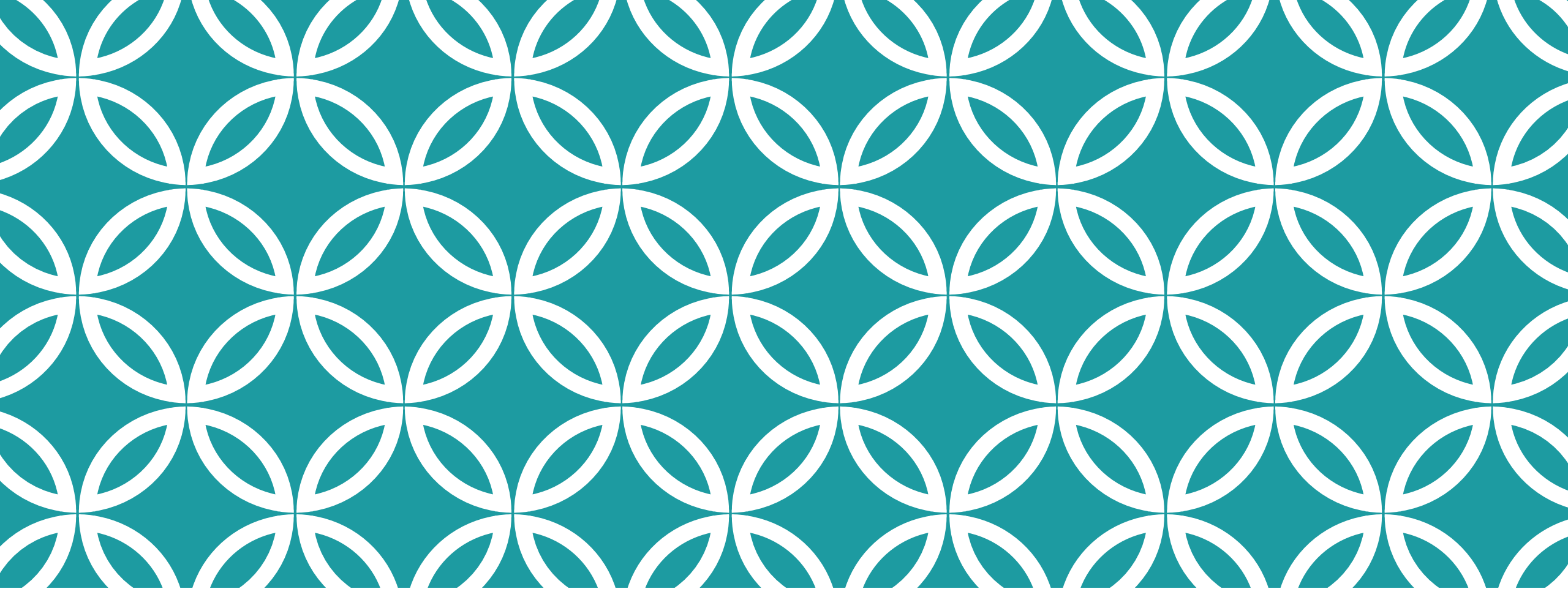
1. Itinerary dates are correct (itinerary dates should reflect true dates of travel and comments/explanations made for receipts that fall outside those dates). Itinerary dates need to include personal days and be clearly documented in the comments.
2. Departure/Destination should be accurate and complete. If there are multiple destinations, all destinations should be listed
3. Mileage logs should be accurate and include dates, departure, destination, and miles traveled. The total on the log must equal the amount on the TR. If there isn't a log, any mileage discrepancy between the departure and destination must be explained. [Link to sample mileage log.](#)
4. Expenses should be listed in the correct categories. "Other" should only be used when the expense type is not listed elsewhere on the form. Some examples may include tips, wi-fi, and laundry.
5. All receipts should be attached, readable, and equal the totals listed on the TR. Any discrepancy should be noted in the comments.

Comment fields or attachments need to be used to clarify any possible questions in regards to the Travel.

The more information provided on the TR results in quicker approvals, faster reimbursement and less questions in the event of an audit.

ADDITIONAL MILEAGE REIMBURSEMENT RULES

- Commute is defined as those miles from your place of residence to your work location.
- Under IRS regulations, commuting expenses are not reimbursable to an employee.
- Your work location is constant regardless of weekend or evening travel.
- If you have an office location away from your home, that will be considered your primary office and will be used as a basis for mileage reimbursements even if you work from home some days.
- Your mileage log and/or google maps should include all stops along the way. We will check your miles for accuracy. If we don't know what additional stops you made, we will ask you to reduce your miles.
- If you take a route other than the shortest one, please provide justification as to why a longer route was taken. A justifiable business purpose must be given.
- For personal mileage reimbursement on an open TA, documentation of mileage must be submitted which should include dates, miles traveled, and destination cities. Please [follow this link](#) for an example of a mileage log.



TRAVEL TRIVIA

Common Pitfalls in Travel and
How to Avoid Them

WHAT IS THE ROUNDTrip MILEAGE BETWEEN USU AND THE SLC AIRPORT ACCORDING TO GOOGLE MAPS?

- A) 166 miles
- B) 180 miles
- C) 189 miles
- D) 174 miles

DEPARTURE CITY: LOGAN - DESTINATION CITY: SLC
REQUESTING 200 MILES. **WHAT DOCUMENTATION IS
NEEDED?**

- A) Explanation for additional mileage
- B) Mileage Log
- C) Detailed Map
- D) Either A or C

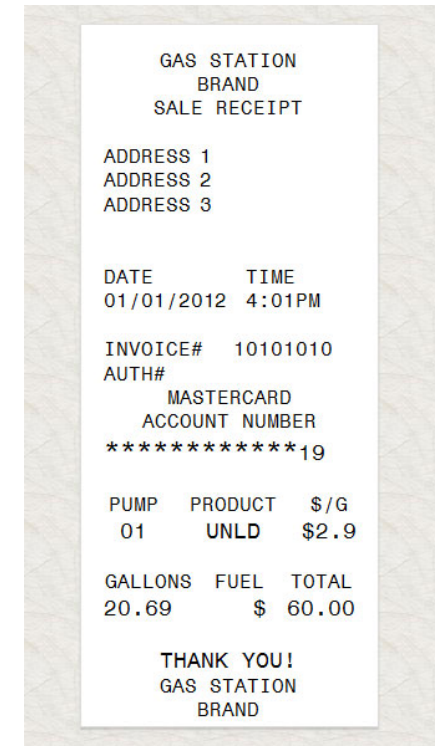
DEPARTURE DATE: 12/22/11 RETURN: 12/31/11 RECEIPT IS DATED 01/01/2012 - THE ITINERARY DATES SHOULD BE - ?

A) Expanded to include 01/01/2012

B) An explanation given in comments for receipt outside of itinerary dates

C) Narrowed

D) Either A or B



MILEAGE LOG/MAP TOTALS 175.3 MILES. HOW MANY MILES SHOULD BE REIMBURSED?

A) 175

B) 180

C) 176

D) I have no idea

AS OF 08/12/19 - HOW MANY TA'S HAVE BEEN PROCESSED IN SERVICENOW?

- A) 11,780
- B) 252,114
- C) 115
- D) 5,426

THIS CAN BE USED AS AN ITEMIZED RECEIPT?

True

False

ANY BANK
PO BOX 876, LEICESTER,
LE76 7JH

P R Patterson
7 Thistle Grange
West Grange
Staffordshire


ACCOUNT NUMBER: 10045321
SORT CODE: 90-99-19

STATEMENT: 17
NUMBER:
PAGE: 1 of 1

TRANSACTION DETAILS							
DATE	DESCRIPTION		DEBITS		CREDITS		BALANCE
Balance brought forward							35 00
6 May	CD07	High St	10 00				25 00
8 May	DC07	Pet Care Plc	3 00				22 00
11 May	BACS	Regular Times			46 50		68 50
19 May	CH007		2 70				65 80
19 May	DD	Gas & Co	16 50				49 30
22 May	S0	TV Licence Company	21 00				28 30

***ON AN OPEN TA, THE TA ITINERARY DATES ARE 07/01/18 - 06/30/19* WHAT SHOULD THE TR ITINERARY DATES BE CHANGED TO?**

- A) 05/01/19 – 05/31/19
- B) 04/01/19 – 05/31/19
- C) Stay the same
- D) 04/27/19 – 05/30/19**

		Mileage
		Name: John Doe
		A#: A000000000
Date	Departure	Destination
4/27/2019	Logan	Salt Lake
5/3/2019	Logan	Salt Lake
5/5/2019	Logan	Hyde Park
5/28/2019	Logan	Price
5/30/2019	Logan	Brigham

A TRAVELER ELECTS TO DRIVE HIS PERSONAL CAR TO CALIFORNIA. HE SHOULD BE REIMBURSED:

- A) Actual mileage
- B) Auto@Airfare with an explanation in the comments
- C) Auto@Airfare with a price comparison
- D) All of the above are correct

WHAT IS THIS RECEIPT FOR:

A) Ride Share

B) Shuttle

C) Bus

D) Taxi

UBER NOVEMBER 12, 2014

\$9.32 Thanks for choosing Uber, Jimmy

FARE BREAKDOWN

Base Fare	2.20
Distance	3.14
Time	2.98
Subtotal	\$8.32
Safe Rides Fee (?)	1.00

CHARGED

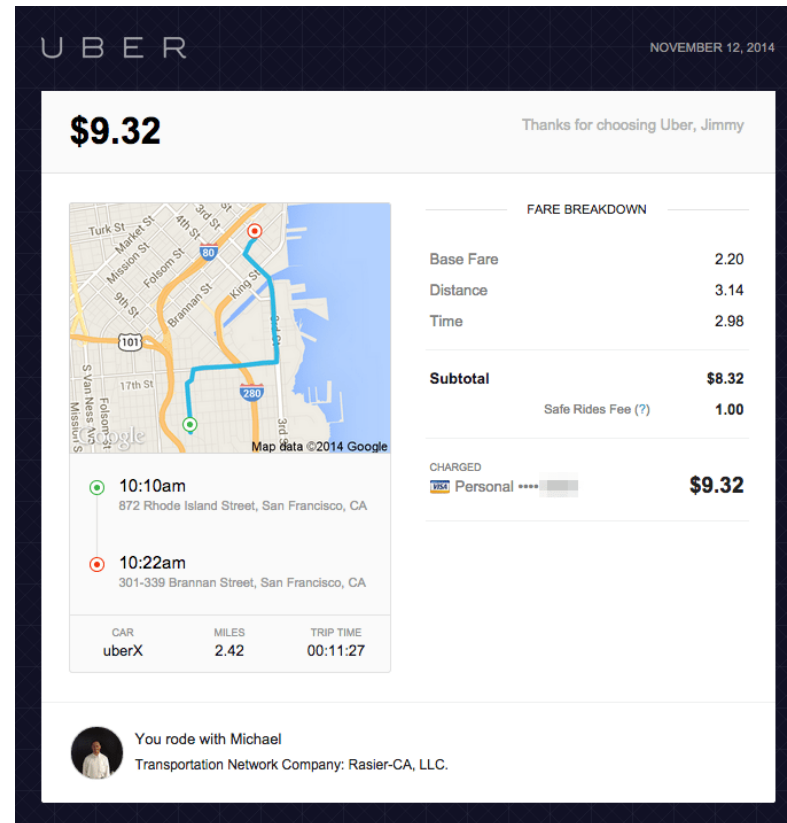
Personal **** **\$9.32**

10:10am
872 Rhode Island Street, San Francisco, CA

10:22am
301-339 Brannan Street, San Francisco, CA

CAR	MILES	TRIP TIME
uberX	2.42	00:11:27

You rode with Michael
Transportation Network Company: Rasier-CA, LLC.



WHAT IS THE NORTHERNMOST CITY IN THE UNITED STATES?

A) Fairbanks, Alaska

B) Barrow, Alaska

C) Anchorage, Alaska

D) Ketchikan, Alaska

TRAVELER'S NAME: JAMES BUCHANAN - IS THIS RECEIPT ACCEPTABLE?

- A) Yes, with an explanation/additional documentation
- B) No, the names don't match
- C) I don't know
- D) The traveler needs to get a different receipt



114 03-01-13

Apollo Nida Po Box 0000 Atlanta Ga Atlanta GA 31126 US	Folio No. : 00003 A/R Number : Group Code : Company : Membership No. : PC 0000457 Invoice No. :	Room No. : 0723 Arrival : 10-24-12 Departure : 10-25-12 Conf. No. : 61713328 Rate Code : IGCOR Page No. : 1 of 1
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Date	Description	Charges	Credits
10-24-12	Parking: Self	18.00	
10-24-12	Room Accommodations	104.00	
10-24-12	Sales Tax - 8%	8.32	
10-24-12	Occupancy Tax - 8%	8.32	
10-25-12	American Express XXXXXXXXXXXX1000		138.64
Total		138.64	138.64
Balance		0.00	

Thank you for staying at the Holiday Inn Select Atlanta Capitol Conference Center. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit www.priorityclub.com. We look forward to welcoming you back soon.

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

A TRAVELER LEAVES LOGAN AND HAS MULTIPLE DESTINATIONS BEFORE RETURNING. HOW MANY TA'S SHOULD BE SUBMITTED?

- A) As many TA's as destinations
- B) As many TA's as there are funding sources
- C) As many TA's as TR's
- D) One

A COMPANION TRAVEL FORM IS REQUIRED WHEN:

- A) This form is never required
- B) Expenses for the traveler's companion are not being reimbursed
- C) Expenses are being reimbursed for the traveler's companion
- D) I have never heard of this form

A TRAVELER HAS AGREED TO BE REIMBURSED A LOWER PER DIEM RATE OF \$30. WHERE ON THE TR SHOULD THIS BE LISTED?

- A) Individual Meals Per Diem
- B) Individual Meals Actual with comments
- C) Meals and Entertainment
- D) Other

A SUBSTITUTE RECEIPT FORM IS REQUIRED IF THE RECEIPT IS?

- A) Is not dated
- B) Is missing
- C) Is not itemized
- D) All of the above

THERE ARE FIVE PEOPLE WHO WORK IN THE TRAVEL OFFICE.

True

False

THE INTERNATIONAL TRAVEL DAY PER DIEM REIMBURSEMENT RATE IS ALWAYS BASED ON:

- A) The traveler's destination city
- B) The international per diem rate
- C) The domestic per diem rate
- D) It's up to the department

TRAVELER A PAID FOR TRAVELER B'S LODGING. B PAID A WITH VENMO. WHAT DOCUMENTATION IS NEEDED TO REIMBURSE TRAVELER B?

- A) The original lodging receipt
- B) Traveler A's TA #
- C) An email from Traveler A stating how much Traveler B paid them
- D) All of the above

WHICH OF THE FOLLOWING EXPENSES CAN BE REIMBURSED AS PART OF LODGING?

A) Pet Fees

B) Parking

C) Room Service

D) Both A & C

A TRAVELER PAID FOR HIS AIRFARE USING HIS SKYMILES. -
**HE CAN BE REIMBURSED THE FULL COST OF THE
AIRFARE**

True

False

THE TRAVEL OFFICE'S FAVORITE TREAT IS?

A) Dr. Pepper

B) Ice Cream

C) Twix

D) We enjoy all treats equally