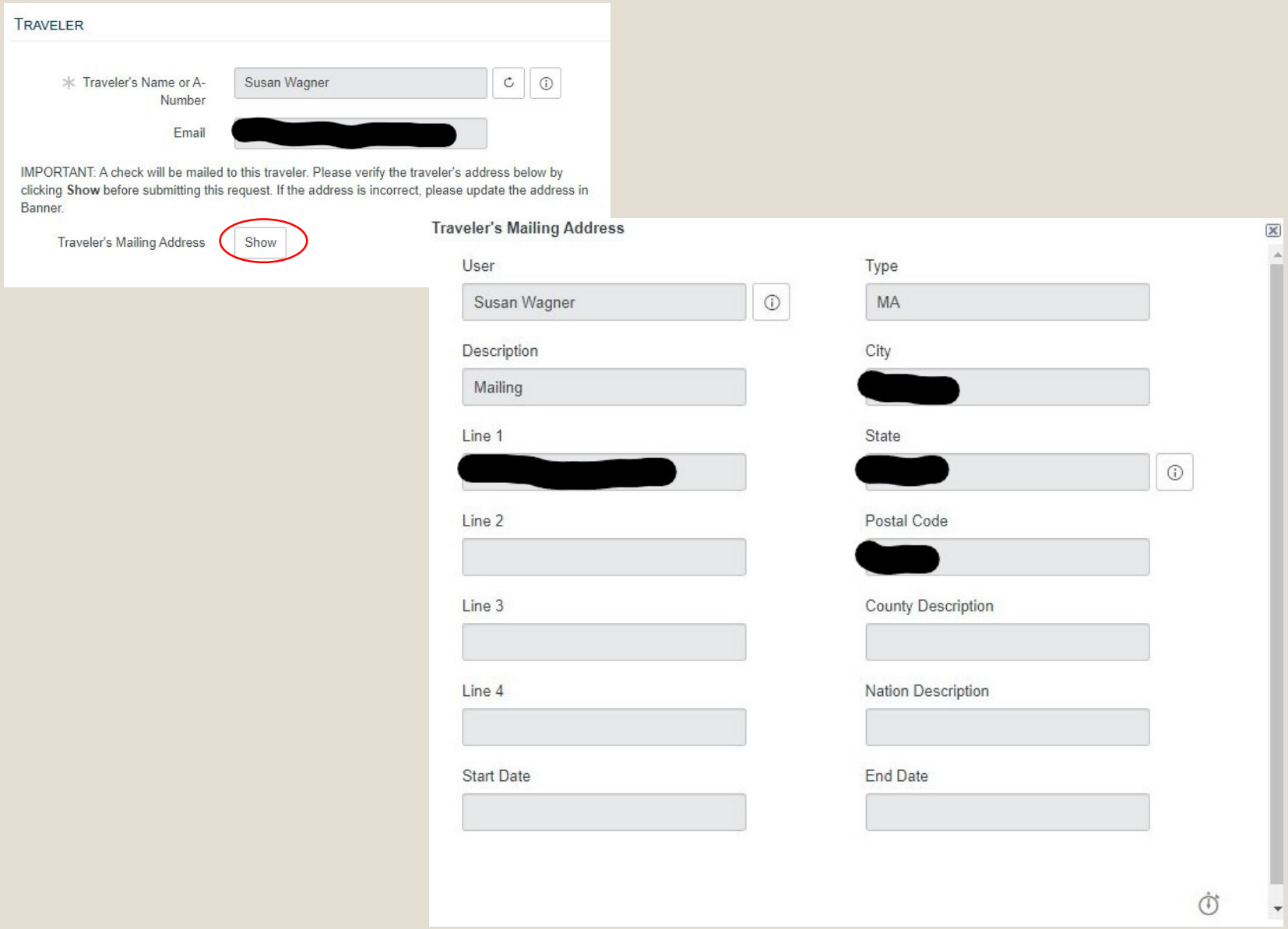
INSIDER INFORMATION

Travel Forum III November 5, 2019

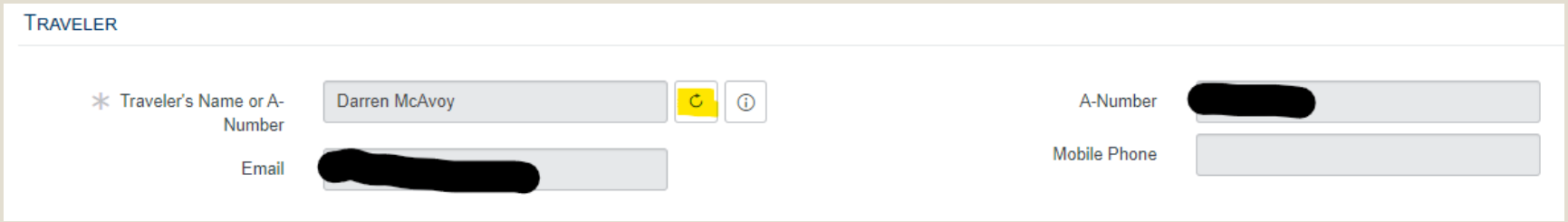
P-card Meals
Actuals vs. Per Diem

- Meals Actual and Per Diem cannot both be given for a travel
  - The only exception for this is Meals & Entertainment (M&E)
- When a meal (not M&E) is purchased using a P-card, it is considered Meals Actual
  - **All** meals for the trip must be Meals Actual; or
  - The traveler needs to reimburse USU for the meals paid on a P-card. With a receipt from cashier's, they can then be reimbursed Per Diem



Traveler's Mailing Address

- Please be sure to ALWAYS review the traveler's mailing address
- We cannot send checks internationally
- ServiceNow only uses Mailing Addresses (MA); it will not pull any other address type from Banner



Refreshing Traveler Information

- Clicking the *Refresh* button will update information (addresses, banking information, etc.) in ServiceNow that was updated in Banner

Direct Deposit

- There are two types of direct deposit
  - Payroll
  - Accounts Payable (AP)
- All USU employees and students are required to have an AP direct deposit for travel reimbursements
- There are three ways a traveler can signup for AP direct deposit
  - The traveler can login to Banner and add their banking information
  - The traveler can return a completed AP direct deposit form to the Travel Office
  - If the traveler has Payroll direct deposit, they can send an email to the Travel Office requesting that their Payroll direct deposit information be copied to their AP direct deposit. Have them include their A#. They should NOT include any personal banking information within the email.

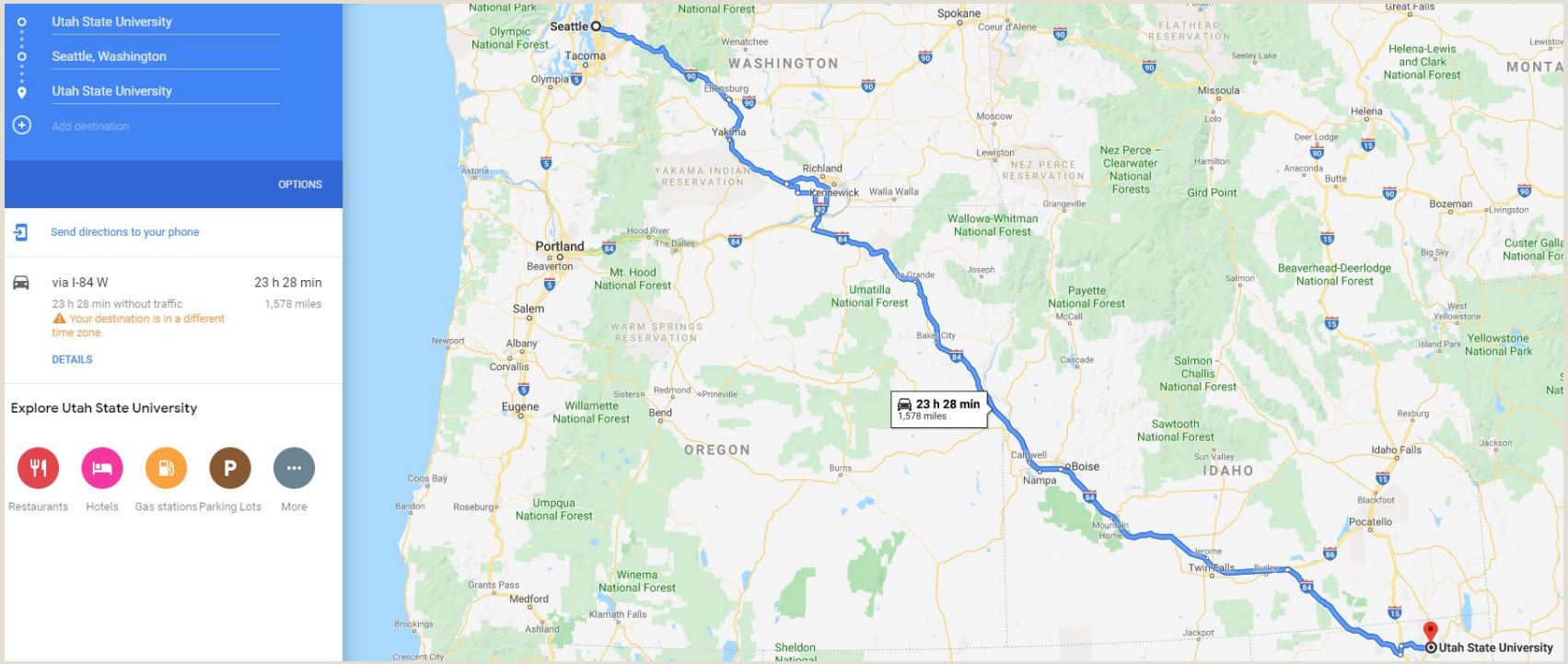
Auto@Airfare Clarification

- When traveling **out-of-state** and the traveler **elects to drive** his or her car instead of using a commercial carrier, reimbursement will be the lower of:
  - The allowable mileage rate; or
  - The associated expenses of flying as allowed and documented by the department
- When the actual cost of mileage is being reimbursed, it should go on the TR as **Mileage**
- When the **associated expenses** of flying are being reimbursed, it should go on the TR as **Auto@Airfare**
- A cost comparison needs to be attached to the TR **with** back-up documentation for either option

Auto@Airfare Example 1

- USU to Seattle, WA
- November 11th to November 14th
- In this example, flying is cheaper than mileage
  - Flying $657.87
  - Mileage $ 765.33

This should be reimbursed as Auto@Airfare



Auto@Airfare Example 1

Roundtrip mileage from USU to Seattle is 1,578 miles @ $0.485/mile = **$765.33**

Custom Rate. See features & pricing for more details.

Economy Car
Mitsubishi Mirage or similar
FEATURES & PRICING



AUTOMATIC
4 2

$ 33.33 / day
$ 150.41 Total

SELECT

Custom Rate. See features & pricing for more details.

Compact Car
Nissan Versa or similar
FEATURES & PRICING



AUTOMATIC
5 2

$ 33.33 / day
$ 150.41 Total

SELECT

Custom Rate. See features & pricing for more details.

Midsize Car
Hyundai Elantra or similar
FEATURES & PRICING



AUTOMATIC
5 3

$ 35.10 / day
$ 157.36 Total

SELECT

Custom Rate. See features & pricing for more details.

Standard Car
VW Jetta or similar
FEATURES & PRICING



AUTOMATIC
5 4

$ 35.10 / day
$ 157.36 Total

Custom Rate. See features & pricing for more details.

Full Size Car
Ford Fusion or similar
FEATURES & PRICING



AUTOMATIC
5 4

$ 37.88 / day
$ 168.27 Total

NONSTOP DL2440 2h 30m 10:00am SLC → 11:30am SEA Nonstop Details Seats	Sold Out	Main (T) From $276.60 Round Trip	Comfort+ (W) From $344.60 Round Trip	First (Z) From $454.60 3 left at this price Round Trip
NONSTOP DL2140 2h 31m 11:00am SLC → 12:31pm SEA Nonstop Details Seats	Basic (E) From $301.60 1 left at this price Round Trip	Main (U) From $341.60 1 left at this price Round Trip	Sold Out	First (Z) From $519.60 5 left at this price Round Trip
NONSTOP DL1756 2h 15m 3:15pm SLC → 4:30pm SEA Nonstop Details Seats	Basic (E) From $236.60 Round Trip	Main (T) From $276.60 2 left at this price Round Trip	Comfort+ (W) From $344.60 Round Trip	First (Z) From $454.60 Round Trip
NONSTOP DL1268 2h 20m 5:00pm SLC → 6:20pm SEA Nonstop	Basic (E) From $301.60 Round Trip	Main (U) From $341.60 Round Trip	Comfort+ (S) From $399.60 Round Trip	First (Z) From $519.60 1 left at this price Round Trip

Auto@Airfare Example 1

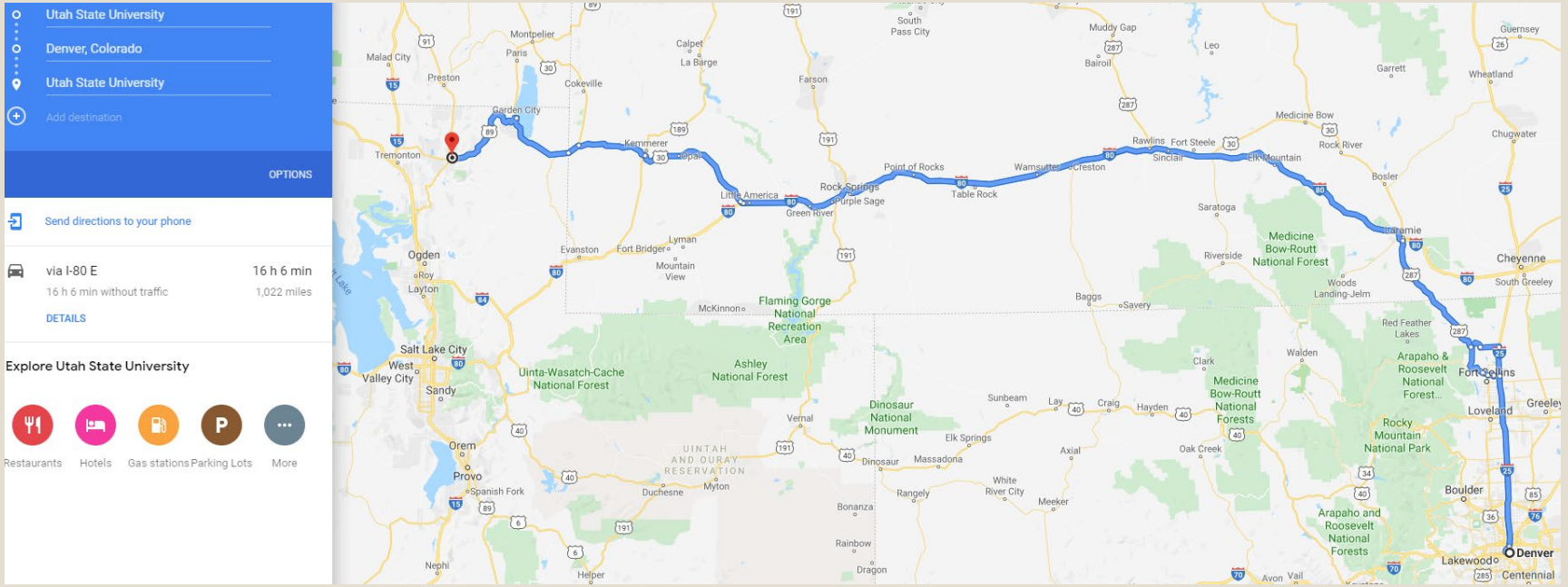
- $276.60 Airfare
- $60.00 Baggage
- $83.91 Mileage
- $40.00 Airport Parking
- $157.36 Rental Car
- $40.00 Fuel for rental

$657.87 Total

Auto@Airfare Example 2

- USU to Denver, CO
- November 11th to November 14th
- In this example, mileage is cheaper than flying
  - Mileage $495.67
  - Flying $509.70

This should be reimbursed as Mileage



Auto@Airfare Example 2

Roundtrip mileage from USU to Denver is 1,022 miles @ $0.485/mile = **$495.67**

Custom Rate. See features & pricing for more details.

Economy Car
Mitsubishi Mirage or similar
FEATURES & PRICING



AUTOMATIC
4 2

$ 33.33 / day
$ 139.50 Total

SELECT

Custom Rate. See features & pricing for more details.

Compact Car
Nissan Versa or similar
FEATURES & PRICING



AUTOMATIC
5 2

$ 33.33 / day
$ 139.50 Total

SELECT

Custom Rate. See features & pricing for more details.

Midsize Car
Hyundai Elantra or similar
FEATURES & PRICING



AUTOMATIC
5 3

$ 35.10 / day
$ 146.19 Total

SELECT

Custom Rate. See features & pricing for more details.

Standard Car
VW Jetta or similar
FEATURES & PRICING



AUTOMATIC
5 4

$ 35.10 / day
$ 146.19 Total

Custom Rate. See features & pricing for more details.

Full Size Car
Ford Fusion or similar
FEATURES & PRICING



AUTOMATIC
5 4

$ 37.88 / day
$ 156.68 Total

NONSTOP DL1377 1h 36m 7:00am → 8:36am SLC Nonstop DEN Details Seats	Basic (E) From $139.60 Round Trip	Main (T) From $174.60 Round Trip	Comfort+ (S) From $227.60 Round Trip	First (Z) From $287.60 Round Trip
NONSTOP DL1093 1h 35m 9:52am → 11:27am SLC Nonstop DEN Details Seats	Basic (E) From $108.60 Round Trip	Main (T) From $135.60 Round Trip	Comfort+ (W) From $201.60 Round Trip	First (Z) From $256.60 Round Trip
NONSTOP DL2504 1h 26m 1:47pm → 3:13pm SLC Nonstop DEN Details Seats	Basic (E) From $139.60 Round Trip	Main (T) From $174.60 Round Trip	Comfort+ (W) From $232.60 Round Trip	First (Z) From $287.60 2 left at this price Round Trip
NONSTOP DL1277 1h 24m 3:07pm → 4:31pm SLC Nonstop DEN	Basic (E) From $139.60 Round Trip	Main (T) From $174.60 Round Trip	Comfort+ (S) From $227.60 Round Trip	First (Z) From $287.60 5 left at this price Round Trip

Auto@Airfare Example 2

- $139.60 Airfare
- $60.00 Baggage
- $83.91 Mileage
- $40.00 Airport Parking
- $146.19 Rental Car
- $40.00 Fuel for rental

$509.70 Total

Returning TA's & TR's

- Please avoid returning TA's and TR's to the Initiator, especially if the Initiator is the traveler
  - We get a lot of phone calls and emails every week because a TA/TR was returned to the Initiator, and the Initiator won't re-submit the TA/TR, or they can't find the TA/TR so they can re-submit it
  - It will save everyone time and a headache, if TA's and TR's are not returned to the Initiator unless absolutely necessary

Resuming TA's & TR's

- If you have started a TA/TR but are unable to finish it - remember to update (save) the record.
- Then when you are ready to resume, go to the Travel Dashboard and click the "Resume Travel Authorization" or "Resume Travel Reimbursement" button.
- All the TA's or TR's you are working on will be listed and you just need to open up the one you need.

Travel Dashboard

FORMS | SEARCH | CONTACTS | INFO | TOOLS

Travel Forms

CREATE

Generate a new Travel Authorization, Reimbursement, or Cash Advance Request.

New Travel Authorization +

New Travel Reimbursements +

New Cash Advance +

RESUME

View and submit saved Travel Authorizations, Reimbursements and Cash Advance Requests.

Resume Travel Authorizations

Resume Travel Reimbursements

Resume Cash Advances

Multiple TA's

- Only **one** TA should be created for travel
- A travel should **never** have multiple TA's created even if there are multiple funding sources, projects, destinations, etc.
- As a Travel Office, we have this procedure in place to help ensure that reimbursements are accurate
- The only time a second TA would be created is if the traveler *returns* home (to Logan) *between* trips

Enterprise Rentals

- Sometimes there are discrepancies in billing (Toll charges, refueling charges, daily rate, length of rental, etc.)
  - The Travel Office can book and bill your rental directly. Discrepancies with your bill are best handled between the traveler and Enterprise directly.
- A new State Contract has been negotiated with Enterprise
  - Rental rates are slightly higher
  - One-way rental rates **from** airports are nearly double what they used to be

International Travel Policy 536

- The new International Travel Policy has been approved
- Possible new approval coming for all International Travel – Risk Management
- Questions ~ Mike George or Jarrod Larson