

## IU TRAVEL MANAGEMENT

–IU Travel Request and Reimbursement Forms are expected to go electronic soon. Thereafter, faculty will complete forms on line. Electronic travel forms submitted by faculty will route to the Department Fiscal Officer for approval. Karen Niggle serves as fiscal officer for CEUS, RFIAS, and MONSOC. Fiscal Officer approval is expected to replace the Account Manager approval used for the paper forms. Fiscal Officers will have electronic access to travel reimbursement details. At present only the TR number and reimbursement total are visible on electronic financial/travel screens.

–Read the [IU Travel Management Website](#). It provides information to help you comply with policy to prevent problems. For example, your trip can include personal time, but IU will not reimburse lodging or per diem for the business portion of a trip if there is personal time both before and after the business portion of the trip.

–If you will book flights, hotels, or non-IU rental cars, you should register for a password through Expedia Corporate Travel. Go to [www.iub.edu/~travel](http://www.iub.edu/~travel), click on Online Reservations, then Getting Started. You’ll receive a password so you can use through Expedia Corporate Travel services through the IU Travel Management website.

–IU changed the method used to prepay a conference registration or one night hotel deposit. If you want this, give Karen Niggle not only a completed Department Travel Authorization, but also a completed Prepayment Form. Both can be found at [www.indiana.edu/~travel](http://www.indiana.edu/~travel), then Travel Resources, then Travel Forms. Allow ample time because the change requires the forms to be submitted together to IU Travel for processing instead of our department processing prepayments separately. Attach any documents or forms that need to be sent with the registration payment or hotel deposit.

–If you want Direct Deposit of travel reimbursements, you must submit a request separate from the direct deposit used for payroll. At the Travel Management website, click Travel Reimbursement, then Direct Deposit.

–IU travelers are advised:

-Travel Reimbursement forms must be completed in full. If you don’t have a lodging receipt (stayed with friend or family; lodging was provided by host organization; overnight train; etc.), you must complete an Exception to Policy form.

-IU Internal Auditing requires reimbursement amounts to be listed on the front of the form. Do not write “see attached” without also writing in the amounts on the front of the form.

-Per diem will not be paid if the hours of departure and return are not filled in.

-“Purpose” must be stated without acronyms. (Required by IU Internal Auditing.)

-Indicate if the trip included personal time. Be advised IU will not reimburse lodging or per diem for a business trip if there is personal time both before and after the business portion of the trip.

-If the number of nights for hotel receipts don't match the number of nights of the trip, attach an Exception to Policy Form to explain. <http://www.iub.edu/~travel/exceptio.html>

-In transit overnight so no hotel needed;

-Lodging was paid by host institution or as part of conference fee;

-Stayed with friend or family instead of using hotel. (You must provide the name and address of the person you stayed with.)

-Indicate if meals were included.

-This includes conference meals, meals provided by your host, etc.

-If you stay at a hotel that includes breakfast in the room charge, you must list it on the Travel Reimbursement Form as an "included meal" if they provide a full continental breakfast but not if they provide only a donut and coffee and that's insufficient for your needs.

-If parking charges are included on a hotel bill, list the parking fee separate from the hotel room charges when you prepare the Travel Reimbursement forms. You'll have one receipt but will split out the charges on the IU form. This is required by IU Internal Auditing.

-Do the same for phone calls that appear on the hotel bill (one receipt but split out the amounts on the Travel Reimbursement form). For telephone charges, you must also attach an Exception to Policy Form to explain the phone calls were legitimate business.

-With e-tickets, a printed receipt is required to prove the amount actually paid for the ticket. A printed itinerary is not an acceptable substitute for a printed receipt.

-Electronic discount hotel reservation services such as Hotels.com provide receipts showing the total amount paid but don't break down charges to show the room cost detail required by IU Travel. To get what you need for the IU Travel Reimbursement Form, ask for documentation of the amount paid and the room cost when you check out of the hotel.

-Rates for per diem have increased. (Rates by city are posted at the IU Travel website.)

-The mileage reimbursement rate is posted at the IU Travel website.

-A receipt must be provided to be reimbursed for services of a porter. An Exception to Policy form must also be attached to explain why a porter was necessary.

-When forms go electronic, it may be possible for staff to prep the new electronic reimbursement forms but not to submit the forms. Staff "arrangers" who complete electronic travel forms for faculty must e-mail the faculty traveler who must enter the

electronic form to review the data and click okay. Faculty who opt for this assistance remain responsible for the accuracy of the submitted forms. The expectation is that faculty, with few exceptions, will prepare their own reimbursement forms.

-The Department Fiscal Officer will receive electronic notification when faculty complete electronic travel forms. She will review and approve the e-documents to route them to IU Travel Management.

-Faculty are expected to keep tabs on their faculty research expenditures to insure sufficient funding is available for trips or portion of trips charged to faculty research accounts. Faculty must also comply with campus policy regarding retention of financial records. See [www.indiana.edu/~vpcfo/policies/accounting/i-110.html](http://www.indiana.edu/~vpcfo/policies/accounting/i-110.html).