

Business Services

Travel for Faculty Led Programs

Prior to Your Trip

- Budget & Agenda
- Payment Methods
 - University / Prepaid Purchasing Card (PCard)
 - Invoices paid by University
 - Cash Advances for personally paid business expenses
- Reservations
 - Airfare
 - Lodging
- Transportation
- Meals & Incidentals
- e-Reimbursements
- PCard Statements

Purchasing Card (PCard)

- The University Purchasing Card Program Administrator (PCPA) is Amanda King.
- Be certain you have a chipped PCard - it is a university requirement if traveling abroad.
- Consider having a personal chipped card with you as well.
- Review your PCard transaction and statement limits with PCPA in advance of your trip.
- Keep your PCard information in a safe place (perhaps at home) in case your card is lost or stolen.
- Call the US Bank 24-Hour Customer Service Center @ 800-344-5696 advising of your trip details includes dates and destinations.

Purchasing Card (PCard)

- Safeguard your PCard at all times. You may want to have your University ID with you.
- Immediately call the US Bank 24-Hour Customer Service Center (collect call) at 701-461-2010 if your card is lost or stolen while traveling abroad. Notify IEE as well.
- Remember to retain itemized receipts for purchases. Receipts over \$25 must be attached to your e-Reimbursement.
- Report all PCard expenditures for your trip on your e-Reimbursement.
- Turn in your PCard statement with supporting receipts and documentation as soon as possible after receipt.

Cash Advances

- University PCard should be used wherever possible; however, personally paid business expenses will be incurred such as Meals & Incidentals, taxis, busses, shuttles, and admissions/entry fees, etc.
- 100% of *personally paid* international trip business expenses can be advanced and will be direct deposited into your bank account.
 - ATM fees that result from withdrawing the cash advance are reimbursable. Good judgement should be used in determining how often and how much cash is withdrawn each time. Receipts are required regardless of fee amount.
- You must create & submit your e-Reimbursement within 30 days of the last day of business travel to account for your Cash Advance.
 - Any remaining cash should be returned to the Cashier's Office upon return to campus.

How to Request a Cash Advance

- Cash Advances should be requested at least 21 days prior to trip start date to allow time to go through workflow process and be direct deposited.
 - To request a Cash Advance:
 - 1) Go to the Business Services web page
 - 2) Click on Forms
 - 3) Under Travel, click on [Cash Advance Action Request](#) link
- The Accounts Payable Manager will electronically receives your cash advance request. The Accounts Payable Manager reviews the request, activates the Cash Advance option, and emails both the traveler and WISDM manager.
- After you receive the email from the Accounts Payable Manager, create your Travel Authorization in e-Reimbursement and select the Cash Advance option.

Getting Started

- Agenda & Roster - must be attached to your e-Reimbursement.
 - If an agenda/itinerary is not provided, create one using Word, for example.
- Airfare - must book through Fox World Travel (FWT) per [UWSA Policy 410: Purchase & Payment of Business Air Travel](#).
 - Pay for airfare using your PCard.
 - Book your companion's travel with FWT (to be on the same flight) and pay for it using your personal card.
 - [Sign up](#) for Trip Alert via ALTITUDE to receive status updates via text or email regarding flight cancellations or diversions, departure delays, gate changes, and flight connections.
- Note: Extended stay for personal time requires an airfare quote attached in the (e-Reimbursement) for only the business travel dates.

Getting Started

- **Lodging**
 - If IEE reserves lodging & university pays the invoice, note in supporting details box of e-Reimbursement.
 - If a lodging facility requires a deposit, complete a Purchase Requisition (attach the contract & cancellation policy).
 - If reserving without IEE assistance, work directly with Fox World Travel/Concur to reserve commercial lodging. Remember that using third-party vendors such as Expedia, Airb&b, etc. is prohibited.
- **Taxis/Busses/Shuttle**
 - Must have receipts for expenses over \$25.
 - Note destinations and business purposes to record in e-Reimbursement.

Smart Traveler Enrollment

- Smart Traveler Enrollment Program ([STEP](#)) for international travelers
 - Free Service allowing U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.
 - Enrollment in STEP is a part of the student application.
 - Benefits of enrolling in this service:
 - Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decision about your travel plans.
 - Assists the U.S. Embassy in contacting you in an emergency, whether natural disaster, civil unrest, or family emergency.
 - Assists family and friends in contacting you in an emergency.

Meals & Incidentals

- Meals & Incidental Expenses (M&IE) (daily per diems)
 - Determine daily lodging and M&IE per diems using the [Lodging/Meal and Incidental Calculator](#).
 - Keep track of any meals that are provided to you for completion of your e-Reimbursement.
 - Incidentals expenses include:
 - Fees and tips given to service staff
 - Transportation between places of lodging or business to obtain meals when not obtainable within immediate vicinity. Reasonable transportation to/from airport is not included under M&IE and can be reimbursed.
 - Individual personal phone calls
 - Laundry, dry cleaning, etc.
 - Bottled water
- Hosted Meals with students
 - Meals are subject to [Out-of-State/International Meal Maximums](#).
 - Must have itemized receipts, agenda, roster and business purpose for e-Reimbursement completion.

Business Communication

- **Cell Phones Purchased Abroad for Program Use**
 - Purchase via PCard (must see PCard Program Administrator prior to trip).
 - Attach itemized receipts, names of cell phone users, and business purpose to PCard statement and include when completing your e-Reimbursement.
- **Sim cards for mobile phones or international calling plans, when accompanied by business justification, may be reimbursed.**
 - Receipts are required regardless of cost.
 - Purchase via PCard (must see PCard Program Administrator prior to trip).
- **Business Use of Personal Cell Phones**
 - Included in Meals & Incidental Expense.
- **Internet Services**
 - If necessary, internet services can be purchased for business use.
 - Retain itemized receipts for PCard statements and e-Reimbursement completion.

e-Reimbursements

- Must create & submit an e-Reimbursement within 30 days of the last day of business travel if you received a Cash Advance.
- Must create & submit an e-Reimbursement within 90 days of the last day of business travel if you did not have a Cash Advance.
- Translate foreign receipts, invoices, and supporting documentation for e-Reimbursement completion.
 - Use the [OANDA currency converter](#) for converting foreign currency to U.S. dollar amount on all receipts.
 - Use the exchange rate in effect on the date of payment.
 - Include documentation indicating what exchange rate was used to make the conversions (i.e. card statement, bank receipt)
 - Use [Google Translate](#) to assist you in translating all supporting documentation.
- The [5 Requirements](#) when submitting an e-Reimbursement.

Contact Information

- Business Services, Main Office - 785-8554
- Sandy Chapman, Controller - 785-8599
- Mike Gasper, Accounts Payable & Travel Manager - 785-8555
- Amanda King, Purchasing Director & PCard Program Administrator (PCPA) - 785-8724