Electronic Workflow for Travel & Expense

Begins Tuesday, November 1, 2016

**Travel Authorizations (TA)**
- SharePoint/Interim Workflow Solutions are **no longer required**
- Supervisors **must** approve all travel authorizations
- **All** anticipated expenses must be listed on the Travel Authorization (TA), regardless of the method of payment
  - Registration
    - Registration fees will now be charged to Central Liability Individually Billed Account (CLIBA) or Travel Advance Card (TAC)
    - No longer authorized on Procard
  - Lodging
  - Airfare
  - Car Rentals
  - Meal Per diems
  - Incidents (baggage fees, taxis, etc.)
- Ability to track status of TA in PeopleSoft (PS) with email notifications at action points
- Travel Authorization Form (TAF) required only under certain circumstances, such as:
  - Travel not approved in PS before the first day of travel
  - Significant change in destination/location
  - Change to travel dates greater than 7 days

**Expense Report (ER)**
- Travel Reimbursement Settlement Form (TRS)
  - TRS form is **no longer required** for most situations
    - Eliminates the redundancy of data entry
  - TRS Form—a modified version has been developed. TRS will be required only under certain circumstances, such as:
    - Employee does not certify own expenses in PS
    - Modified TRS signed by supervisors is required when an expense is not listed on TA and the total difference is more than 10% or $250 of the amounts approved
- Employee must certify expenses
- Employee must complete one-time Delegation of Authority form:
  - **Travel & Expense Workflow Delegation Form** and send to PSSC
  - Employee can delegate certification of expenses to other departmental employee
    - Requires the modified TRS form with employee’s signature for each trip
- Employee’s signature is **required on TRS**; documents agreement to pay expenses
  - Delegate cannot be the individual who creates expense reports
- Travelers will be able to see where their Expense Report is at any point in the process

- **Going Paperless**—Documents must be **scanned and attached** to ER
  - Lost paperwork will no longer occur
  - Department no longer has to hand deliver documents to DTS
  - Scanned documents become official UTSA documents for open records request and audits
  - Access to supporting documents is readily available in PS

**Executive Workflow**

- Specific to President’s and Vice Presidents’ Offices
  - Allows President and VPs to delegate approval to VPBA or Chief of Staff

**Cash Advances**

- Employee must certify in PS—acceptance of “promise to pay”
- **No delegation allowed**
- Requires Cash Advance Form be attached **only** if amount is greater than $10,000

**Changes related to Audit Observations**

- Delegation of Authority—Expense Report Approvals
  - FMOG will be created to provide guidance on appropriate delegation for expenses
- Late submission of Expense Reports (**Approved by CMO**)
  - New Expense Report submission deadlines
    - **Due within 30 days** from travel end date (recommended by DTS)
    - **60 days** or more after travel end date
      - Past Due
      - Expenses will be reimbursed, per IRS accountable plan
      - DTS will notify department ER is past due
    - **120 Days or more**
      - Past due
      - Expenses will be reimbursed
      - Total cost of trip will be sent to Payroll for taxation
      - Taxes deducted, will not be reimbursed
      - Staff or department turnover is not an exception for late submission
      - Exception request must be submitted for review to Assistant Controller or designee.
Training

- On-line training course (Travel Authorization and Expense Reports) now available
- In-person training – ongoing
- Refer to Training & Development website for other training opportunities: www.training.utsa.edu

Website, FMOG and Forms

- DTS and applicable websites are in the process of being updated
- Travel Authorization, Travel Reimbursement and Travel Advance FMOGs are updated
- TRS, TAR and TAF have been redesigned

For more information, contact:

Travel & Expense Workflow Business Process

- Disbursements & Travel Services contact information:
  - Send email to DTS at: disbursements.travel@utsa.edu
  - Main line ext. 4213
  - DTS Contacts

UTSA Travel & Expense Workflow Delegation Form

- PeopleSoft Support and Sustainment Center Contact Information:
  - Send email to SPOC at: spoc@utsa.edu
  - Create a SPOC ticket to attach UTSA Travel and Expense Workflow Delegation Form
  - Main line ext. 7762