Travel Updates
CATS September 2020
Agenda

• Recap & Reminders
• Frequently Asked Pre-Approval and Reconciliation Questions
To recap:

- **COVID-19 Travel Guidance** enacted in June
  - Booking through **Designated Travel Agencies** (DTAs) required
  - No travel to large conferences or meetings
- All IU-sponsored trips (intercampus, in-state, domestic) must be pre-approved in Chrome River as of August 17th
  - International travel not currently allowed
- Webinars and associated written docs available on **Travel Training page**
Frequently Asked Questions
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>I’m attending a virtual conference that charges for registration?</td>
<td>No. P-Card is preferred payment method and P-Card reconciliation does not require PA.</td>
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<td>A third party is paying for the trip?</td>
<td>No.</td>
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<td>IU Foundation (IUF) is funding the trip?</td>
<td>Yes. IU pays first, then IUF reimburses IU via an ETA transfer eDoc.</td>
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<td>My only expense is Motor Pool? Or mileage? Or Per Diem?</td>
<td>Yes.</td>
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• **ALL travel report types** require Pre-Approval.
  
  • Employee **Travel**
  
  • Student **Travel**
  
  • Non-Employee/Non-Student **Travel**
  
  • Recruiting **Travel**
  
  • Student Group **Travel**
My faculty member prefers a b&b-style home rental to a hotel. How can I comply with the DTA requirement?

- Egencia has a contract with VRBO - a Vacation Rental By Owner site
- Find these homes & apartments by applying a filter to your hotel search results
New York State may have travel restrictions in place, including self-quarantine, due to COVID-19.

Worried about changing plans?
Book now with flexibility to change later at properties with free cancellation.

DoubleTree by Hilton Hotel & Suites Jersey City
2.09 miles away
3.5-star hotel
1814 reviews

$161
Paid by my company rates available
How do I reconcile prepaid charges now that we have PA?

- Reconcile ASAP before the trip
- **Import** pre-approval (PA)
- **Drag & Drop** items from eWallet to expense report
- **Delete** unused expenses like per diem or mileage

- **New:** [Prepaid Reconciliation walkthrough](#)
Import PA

See Prepaid Reconciliation walkthrough
Drag & Drop Reconciliation

See Prepaid Reconciliation walkthrough
What if there’s a discrepancy between the estimates on my PA and the actual expenses in the eWallet?

1. Reconcile using Drag & Drop as normal

2. Log a comment explaining the discrepancy
   - Examples:
     - “Flight price increased between PA submission and approval”
     - “Hotel room downgraded from king bed to double twin.”
     - “Accidentally estimated one-way ($50) on PA. Forgot to include round trip. Expense now reflects round trip cost ($98).”
How do I reconcile “Other” expenses that imported from the PA?

- **Edit** the expense type to be more specific, then reconcile as normal
- **Update** or fill out any missing information and click **Save**
Editing “Other” Expenses

See Prepaid Reconciliation walkthrough
What if I entered multiple “Other” expenses in a lump sum on my PA?

- **Edit** the expense type to reconcile **one** of the expenses
- **Add** new lines for any remaining prepaid expenses if needed
- If your “Other” lump sum contains per diem and/or mileage, only reconcile the prepaid expenses and leave the others for a post-trip reimbursement report
  - You will be able to import the PA again later
How do I edit or delete an expense line after importing my PA?

1. Click the expense to open it

2. Click edit or delete
What if I need to add a line?

1. Click the **white plus sign**
2. Click on **Create New**
3. Select the appropriate expense tile, fill in any missing information, and **Save**
How do I know if I’ve reconciled prepaid expenses correctly?

- Green checkmarks next to all expenses
- Look for a $0.00 Pay Me Amount!
I have a faculty member who absolutely must travel internationally. What do I do?

- Great news! There is a process to request exception by the OVPIA (Office of the Vice Pres. For International Affairs)

1. **Submit PA.** Must be pre-approved by FO and executive approver first

2. **Download PDF** of approved PA and **submit** to OVPIA@iu.edu

3. **If approved, book** international travel

- Full written instructions in [Submitting & Tracking PA](#) doc
Travel Bulletin

- New issue: Sept 23, 2020
- System updates, procedural changes, reminders, and training opportunities
- Subscribe here
- Published issues here

Mandatory Trip Pre-Approval

On August 17, trip pre-approval (PA) went into effect. Pre-approval is required on all university-sponsored travel. The PA report in Chrome River collects and documents this requirement in one central location. This serves IU's duty of care responsibility while creating a complete audit trail of the trip. All trips, whether intercampus or out of state, require pre-approval. Find out more by checking out the new PA section of the Travel Training page.

Designated Travel Agency Requirement

Until further notice, all IU-sponsored travel must be booked via an IU Designated Travel Agency (DTA). In most cases, this is Egencia, but a full list of DTAs is available on the Travel website. This requirement was mandated by University Leadership as part of the COVID-19 Travel Guidance that went into effect in June. Using DTAs guarantees that IU travelers make reservations with businesses that comply with IU’s policies, procedures, and COVID-19 safety standards.

A link to Egencia is conveniently located on the Chrome River dashboard. Click the link to estimate trip costs or complete your booking once your pre-approval report has been approved.
Resources

• **New: Prepaid Reconciliation Walkthrough**
  - Covers reconciling air and booking fees, hotel itemization, “Other” expenses, and handling discrepancies between PA and expense report

• **Submitting and Tracking a PA Report**
  - Now contains International Travel Guidance

• **Recordings of PA Webinars**
  - Traveler/Arranger and Approver recordings now available

  - Email [travel@iu.edu](mailto:travel@iu.edu) with questions
Questions?