Travel Resource Updates

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The Travel Process: Start to Finish (video)

- Covers the entire IU travel process, from planning before the trip to reimbursing after the trip
- Bookmarked chapters
- Click here to view The Travel Process: Start to Finish
Pre-Approval Review for the Executive Approver (video)

• Short, 4 minute training video for Executive Approvers of PA reports

• Click here to view Pre-Approval Review for the Executive Approver
Travel Reimbursement – New Doc

- Demonstrates how to reimburse:
  - Mileage
  - Per Diem
  - Incidental expenses like parking, taxis, tolls etc.

After the Trip
This section contains written and video walkthroughs of tasks to complete after your trip.

- Reimbursing Travel Expenses (PDF)

- Click here to find the Travel Reimbursement walkthrough on the Travel Training page
Reimbursing Travel Expenses

After your trip, you may need to request reimbursement for out-of-pocket travel expenses such as per diem, mileage, parking, tolls, or other necessary incidentals. Travel reimbursements are reviewed by your regular travel document approver (often a Fiscal Officer or their delegate), as well as Travel Management Services (TMS), in certain cases.

Per TSOP 9.02, reimbursement reports must be submitted within 120 days of the trip end date. Reports submitted 121-365 days after the trip end date are considered taxable income to the traveler. Reimbursement after 366 days is unallowable.

This document walks through how to request reimbursement for different travel expense types in Chrome River.

Contents

- Allowability
- Import a Pre-Approval to your Expense Report
- Editing the “Other” Expense
- Deleting an Imported Expense
- Per Diem
- Mileage
- General Travel Expenses such as Parking
- Exiting a PA

1
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4
5
6
9
12
Say ‘Bon Voyage’ to Lodging Tax Itemization in Chrome River

• Formerly, taxes had to be itemized on Lodging expenses in Chrome River:
Say ‘Bon Voyage’ to Lodging Tax Itemization in Chrome River

- Soon, taxes will be built into the lodging expense:
Document Routing Change in Chrome River

- Expense reports which...
  - Only contain expenses $100 and under
    - Receipts still required for expenses $75 or more
  - Only contain mileage
- ...will no longer route to Travel for approval.
- Instead, they will be final approved upon the transaction approver’s approval.
DTA Exception Process

- Applicable when:
  - Destination is remote and IU’s Designated Travel Agencies (DTAs) don’t have flights or hotels available

- Requires additional substantiation in the attachments section

- Click here to view the guidance on the CFO Training Team’s website
Updates to Existing Documentation

- Travelers and approvers should get into the habit of documenting & checking for DTA usage in the comments section of a PA.
  - Helps approvers know whether the expense is allowable before approving.
  - The comment becomes part of the audit record for the trip.
Updates to Existing Documentation

- Walk-throughs for travelers and approvers have been updated to reflect the new DTA exception process:
  - Submitting and Tracking Pre-Approval
  - Reviewing and Approving Pre-Approval

Click here to find these documents on the Travel Training page
Thank you!!

Questions?
One Final Note

If you have accessed any of the documents highlighted in this presentation before today, you may need to clear your browser’s cache to see the updated version.

See this Knowledge Base article for help