INDIANA UNIVERSITY

Fall 2021 Travel Updates

Juliet Roberts  
VPCFO Training & Communications + Travel Management Services

Priscilla Laird
Agenda

1. Meet the New Travel Manager
2. I Spent More Than My PA! Now What?
3. Negative eWallet items
4. Receipt Requirements
5. Deals on Wheels: Travel Website Updates
6. Payment Confirmation Details in Chrome River
Meet the New Travel Manager!

Priscilla Laird
Welcome, Priscilla!

• New Manager of Travel Management Services
  • Working closely with Patty Cole, Director Of Travel, to learn IU’s travel processes & carry out improvement projects
• Mother to Bubbles, pictured right
I Spent More Than My PA!
Now what?

https://training.iu.edu/blog/2021/10/13/when-expense-reports-exceed-pas/
Great news! Everything is fine

Expense reports & PAs are flexible
Let’s work it out together

Using your phone, computer, or tablet, go to https://kahoot.it
Scenario 1

Juliet is a travel arranger. She submitted a PA for Priscilla’s upcoming conference trip.

Expenses included on the PA:

• Flight
• Hotel
• Per Diem

When Priscilla returns from her trip and hands Juliet a receipt for an expensive Uber she took from the airport, Juliet realizes she forgot to account for ground transport on the PA. She hasn’t started the expense report yet.

What should Juliet do?
Scenario 1

Which of these is an acceptable solution?

a) Submit a new PA for the forgotten expense(s) and reimburse them on a separate expense report

b) Expenses can’t be reimbursed; Priscilla is out of luck

c) Add the forgotten expenses to the same expense report containing the original PA

d) Pay her back with an Uber gift card
<table>
<thead>
<tr>
<th>Date</th>
<th>Expense</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 01/07/2020</td>
<td>Lodging Room Rate...</td>
<td>423.22 USD</td>
<td>0.00</td>
</tr>
<tr>
<td>Mon 01/06/2020</td>
<td>Airfare</td>
<td>144.90 USD</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Report Details**

- **Employee Travel**
- **COVID-19 related cost included?** No
- **Travel Type** Domestic
- **Trip Start Date** 01/05/2021
- **Trip End Date** 01/09/2021
- **Business Purpose** Procurement leadership conference
- **City / State / Zip** Fort Worth, TX - 76102
- **Does trip include personal time?** No

**Pre-Approval Expense Summary**

- **Pre-Approval Report Applied**
  - Priscilla Laird Fort Worth TX 1/5/20 - 1/9/20

<table>
<thead>
<tr>
<th>Expense</th>
<th>Remaining (USD)</th>
<th>Spent (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>455.00</td>
<td>144.90</td>
</tr>
<tr>
<td>Hotel</td>
<td>307.00</td>
<td>423.22</td>
</tr>
</tbody>
</table>

**Submit**
<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2020</td>
<td>Lodging Room Rate ...</td>
<td>423.22 USD</td>
<td></td>
</tr>
<tr>
<td>01/06/2020</td>
<td>Airfare</td>
<td>144.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Add Expenses

- Create New

Credit Card

Personal Account

Offline

Recycle Bin

eReceipts

Receipt Gallery
Tue 01/05/2021 Taxi / Shuttle 80.00 USD 80.00
Expense Reports are Flexible

But, it’s up to your travel approver to decide whether or not to approve the additional expense

This is why it’s important to be as accurate as possible when estimating amounts on PAs
Expense Reports are Flexible

• No need to worry if you spent more than the PA

• But you *do* need to communicate with your travel approver by leaving detailed comments and building a robust audit trail that supports your approver’s decision to fund your payout
Scenario 2

A month later, Priscilla is checking her personal records and remembers she paid out of pocket for baggage fees during her conference trip. The original PA from the trip has already been used up and/or expired. Priscilla submits the receipt to Juliet to be reimbursed.

What should Juliet (the travel arranger) do?

a) Submit a new PA for the forgotten expense
b) Tell Priscilla to submit the receipt during her next trip
c) Un-expire the original PA
d) Priscilla cannot be reimbursed
Scenario 2

A month later, Priscilla is checking her personal records and remembers she paid out of pocket for baggage fees during her conference trip. The original PA from the trip has already been used up and/or expired. Priscilla submits the receipt to Juliet to be reimbursed.

What should Juliet (the travel arranger) do?

a) Submit a new PA for the forgotten expense
b) Tell Priscilla to submit the receipt during her next trip
c) Un-expire the original PA
d) Priscilla cannot be reimbursed
PA Math 101

When your PA is approved, you’re approved to spend that amount

1. Let’s say my PA is approved for $300
2. I reconcile a car rental for $200
3. There are now $100 left to be used on that PA

If I have no plans to use the additional $100 on this specific trip, I should expire the PA. This will render the remaining $100 “used” up.
Used/Expired status

• When the full amount of a PA is spent (i.e. reconciled or reimbursed) on expense reports (and approved), the PA amount is considered “used” up.

• A PA can reach Used/Expired status by being spent completely, by aging 365 days, or by being manually expired.

• Expiring is like closing the tab on the trip – no further expenses can be added.
When asking yourself... “Do I need a new PA?”

Consider the following

Is the original PA in **Used/Expired** status?

- If yes, you’ll need a new PA.
- If no, simply add the expenses to an expense report with the original PA imported to it.
Where can I check PA status?
Hello Juliet

Welcome to Chrome River!

IMPORTANT NOTICES

Chrome River Dashboard Update: The dashboard now features a sleeker, more intuitive design. Check out this article for more detail.

Travel Booking Update: It is recommended, though not required, that employees book domestic and international travel through an IU Designated Travel Agency (DTA) for cost savings plus other services and benefits provided by IU contracted agencies and suppliers.

International Travel Update: International travel by faculty and staff no longer requires a case-by-case review. It will be permitted upon submission of the IU Employee International Travel Information and Acknowledgement form. The form must be signed by the traveler and approved by the responsible dean or unit head. In the case of travel paid through IU, the form must be uploaded with the Chrome River Pre-Approval document for the trip to be authorized. In the case of University-affiliated travel paid by a third party, the form may be submitted directly to OVPIA via e-mail at ovpia@iu.edu. Please visit Mobility Updates, Coronavirus: International Resources; IU Global; Indiana University for international travel approval process guidance for Students and Non-employees.

Chrome River Pre-Approval Requirement: All university-affiliated travel expenses, funded in whole or in part by IU or IU Foundation funds, require a Chrome River Pre-Approval. Click here to view how to submit a Pre-Approval report or here to view how to import a Pre-Approval to an expense report.
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quest Janeway Campus Visit 8/4 thru 8/6</td>
<td>10/11/2021</td>
<td>$740.00</td>
<td>PENDING</td>
</tr>
<tr>
<td>Juliet Roberts 9/6-9/10 New Orleans</td>
<td>07/21/2021</td>
<td>$872.50</td>
<td>PENDING</td>
</tr>
<tr>
<td>Gordon Bombay 9/13/21 Denver</td>
<td>07/09/2021</td>
<td>$1,233.00</td>
<td>PENDING</td>
</tr>
<tr>
<td>Bonnie McMurray 10/1/21 IUE</td>
<td>07/08/2021</td>
<td>$36.00</td>
<td>PENDING</td>
</tr>
<tr>
<td>Scenario #1 MLH 1.21.21</td>
<td>01/21/2021</td>
<td>$0.00</td>
<td>USED / EXPIRED</td>
</tr>
<tr>
<td>test</td>
<td>11/09/2020</td>
<td>$25.00</td>
<td>PENDING</td>
</tr>
<tr>
<td>Juliet Roberts Chicago 11/16-11/20</td>
<td>11/04/2020</td>
<td>$604.98</td>
<td>USED / EXPIRED</td>
</tr>
<tr>
<td>cctest</td>
<td>11/04/2020</td>
<td>$200.00</td>
<td>USED / EXPIRED</td>
</tr>
</tbody>
</table>
Negative eWallet Items
Negative eWallet Items aka Credits in Chrome River

1. The byproduct of a refund for cancelled airfare or other reservations paid for by IU
2. Record the movement of funds back into an IU account
What to do

1. Negative eWallet items must be reconciled, just like regular positive credit card items

2. Reconciling a negative amount allows the refund to flow back into the correct departmental account

Note: if the PA associated with the trip was already expired, or fully used on a previous report, a new PA in the amount of the credit will need to be created to reconcile the credit
Juliet Roberts 9/6-9/10 New Orleans

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 09/06/2021</td>
<td>Other Misc</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Fri 09/09/2021</td>
<td>Lodging Room Rate...</td>
<td>665.00</td>
<td>665.00</td>
</tr>
<tr>
<td>Fri 09/10/2021</td>
<td>Airfare</td>
<td>275.00</td>
<td>275.00</td>
</tr>
</tbody>
</table>

Report Name: Juliet Roberts 9/6-9/10 New Orleans
Pay Me In: USD - US Dollars
Report Type: Employee Travel
COVID-19 related cost included?: No
Travel Type: Domestic
Trip Start Date: 09/06/2021
Trip End Date: 09/10/2021
Business Purpose: test
City / State / Zip: New Orleans, LA - 70113
Does trip include personal time?: No

Total Pay Me Amount: 1,261.00 USD
Pre-Approval Expense Summary
<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 09/10/2021</td>
<td>Other Misc</td>
<td>300.00 USD</td>
<td>300.00</td>
</tr>
<tr>
<td>Fri 09/10/2021</td>
<td>Lodging Room Rate...</td>
<td>695.00 USD</td>
<td>695.00</td>
</tr>
<tr>
<td>Fri 09/10/2021</td>
<td>Airfare</td>
<td>275.00 USD</td>
<td>275.00</td>
</tr>
</tbody>
</table>

Add Expenses

Sort:
- Create Near
- eWallet
- Trips
- Statements

Credit Card:
- Personal Account
- Offline
- Recycle Bin
- eReceipts
- Receipt Gallery

Expense Report
QA0847842510
Total Pay Me Amount: 1,261.00 USD
Submit

Add:
- Delete
<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 09/10/2021</td>
<td>Other Misc</td>
<td>300.00 USD</td>
<td>300.00</td>
</tr>
<tr>
<td>Fri 09/10/2021</td>
<td>Lodging Room Rate</td>
<td>685.00 USD</td>
<td>685.00</td>
</tr>
<tr>
<td>Fri 09/10/2021</td>
<td>Airfare</td>
<td>275.00 USD</td>
<td>275.00</td>
</tr>
</tbody>
</table>

**Airfare**

**Enter the transaction date**

- Date: 09/06/2021
- Spent: -616.70 USD

**Depart Date**

Please update the highlighted items

**Return Date**

Please update the highlighted items

**Airline**

-- Select --

Please update the highlighted items

**Class of Fare**

-- Select --

Please update the highlighted item

**Agency**

Egencia

Please update the highlighted item

**Departure Airport**

Indianapolis, IN (IND)
When to Reconcile Credits

• Negative eWallet items can be reconciled at the same time as regular items on the same expense report

• Or you can reconcile them on a separate expense report
The Result

The amount of the credit is added to the available funds on your pre-approval.

Example:

1. My PA was approved for $500 initially
2. A credit for $100 is reconciled towards that PA with no other transactions,
3. The new pre-approved (usable) balance will be $600
Receipt Requirements
Remember the Return to Travel webinars?

If you attended *Nonemployee Travel 101*, update your notes!

Going forward, receipt requirements are **uniform** across nonemployee and employee travelers.

- 
- 
-
Remember the Return to Travel webinars?

If you attended *Nonemployee Travel 101*, update your notes!

Going forward, receipt requirements are uniform across nonemployee and employee travelers.

Receipts always required when reimbursing:

- Flights, hotels, and vehicle rentals regardless of amount
- Other expenses costing $75 or greater (per expense)

https://travel.iu.edu/policies/originalreceipts.shtml
Deals on Wheels: Travel Website Updates
Going places? We’ve got you covered.

Airport parking for $7.50/day with FastPark & Relax

- Available for business and personal travel
- Earn points towards free parking
- [https://travel.iu.edu/discounts/airportparking.shtml](https://travel.iu.edu/discounts/airportparking.shtml)
Going places? We’ve got you covered.

**New** procedure for shuttles and car service from IND airport

- Can be direct billed to department’s 7-digit account #
- For travel between IND and IUPUI or BL campuses
- Regional campuses can inquire with supplier about rates
Going places? We’ve got you covered.

Remember: rides must be shared rides to use IU funds

• *Private* rides must be paid using *IU Foundation* funds

• Due to COVID, some suppliers are *only* offering private ride service currently

• See the new Car Service and Shuttle Bus Services page for updated, detailed instructions: https://travel.iu.edu/traveling/limo.shtml
Payment Details: Coming Soon!
Great news for report submitters

Payment details confirming the date, amount, and type of payment will soon be available on certain Chrome River reports

1. **Reports included**: Travel, Out of Pocket, Cash Advance
2. **Payment types**: Direct Deposit, Check
Hello Cynthia
Welcome to Chrome River!

Chrome River Dashboard Update: The dashboard now features a sleeker, more intuitive design. Check out this article for more detail.

Travel Booking Update: It is recommended, though not required, that employees book domestic and international travel through an IU Designated Travel Agency (DTA) for cost savings plus other services and benefits provided by IU contracted agencies and suppliers.

International Travel Update: International travel by faculty and staff no longer requires a case-by-case review. It will be permitted upon submission of the IU Employee International Travel Information and Acknowledgement form. The form must be signed by the traveler and approved by the department.
<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA0048041650</td>
<td>11.21 NE w/ wire pd expense ...</td>
<td>11/04/2021</td>
<td>137.89</td>
<td>PAID</td>
</tr>
<tr>
<td>QA0048041518</td>
<td>11.4.21 Paid Expense API test...</td>
<td>11/04/2021</td>
<td>-133.33</td>
<td>EXPORTED</td>
</tr>
<tr>
<td>QA0048041502</td>
<td>9.30 Paid Expense API testing</td>
<td>10/27/2021</td>
<td>142.20</td>
<td>PAID</td>
</tr>
<tr>
<td>QA0048040534</td>
<td>10.26 DTA on screen text rem...</td>
<td>10/27/2021</td>
<td>15.00</td>
<td>PAID</td>
</tr>
<tr>
<td>QA0048040534</td>
<td>9.30 Paid Expense API testing</td>
<td>10/27/2021</td>
<td>100.00</td>
<td>PAID</td>
</tr>
<tr>
<td>QA0048040271</td>
<td>10.26.21 pdp pmt status test</td>
<td>10/26/2021</td>
<td>759.25</td>
<td>PAID</td>
</tr>
<tr>
<td>Description</td>
<td>Date</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.30 Paid Expense API testing</td>
<td>10/27/2021</td>
<td>142.20 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.26 DTA on screen text rem...</td>
<td>10/27/2021</td>
<td>15.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.30 Paid Expense API testing</td>
<td>10/27/2021</td>
<td>100.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.26.21 pdp pmnt status test</td>
<td>10/26/2021</td>
<td>759.25 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Date</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.5 paid expense API test</td>
<td>11/05/2021</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.21 NE w/ wire pd expense</td>
<td>11/04/2021</td>
<td>$137.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.4.21 Paid Expense API test</td>
<td>11/04/2021</td>
<td>Partially Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.30 Paid Expense API testing</td>
<td>10/27/2021</td>
<td>$142.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.26 DTA on screen text rem</td>
<td>10/27/2021</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.30 Paid Expense API testing</td>
<td>10/27/2021</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.26.21 pdp pmt status test</td>
<td>10/26/2021</td>
<td>$759.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment Data:
- Date: 10/28/2021
- Bank ID: #100858116
- Amount (USD): $142.20

Financial Summary:
- Total Expense Reported: $142.20
Resources:


2. I spent more than my PA! Now what? https://training.iu.edu/blog/2021/10/13/when-expense-reports-exceed-pas/

3. Negative eWallet items https://training.iu.edu/blog/2021/10/13/negative-ewallet-items/

4. IND Airport Parking https://travel.iu.edu/discounts/airportparking.shtml


Thankful for you