Ground Transportation Updates & Reminders

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Agenda

New and Exciting

• Rent cars in Egencia via IU direct billing
• Easier access to Enterprise/National Rent-a-Car discounts
• Details from “Other” expenses on PA now importing

Reminders

• Entering Mileage
• Editing Returned Reports
• As a reminder, IU partners with Enterprise/National to provide negotiated daily rental rates to eligible IU staff and faculty

<table>
<thead>
<tr>
<th>Size</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy</td>
<td>$32.00</td>
</tr>
<tr>
<td>Compact</td>
<td>$32.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td>$34.00</td>
</tr>
<tr>
<td>Standard</td>
<td>$34.00</td>
</tr>
</tbody>
</table>
Renting cars just got easier

Resources now organized by use-case on Travel website

NEW: Direct billing vehicles through Egencia
- Available to Travel Arrangers only
- Uses IU’s ghost card to pay for the rental in Egencia

https://travel.iu.edu/discounts/rentalcar/cardiscouunts.shtml
Direct billing in Egencia

Remember to toggle ON the direct bill option on the last payment screen and enter IU’s direct bill number found on Travel’s website.

Access the full written walkthrough for complete guidance.
Pre-Approvals: Good news for descriptions on "Other" expenses
No more guesswork!

- As a reminder, the “Other” expense on pre-approvals captures expenses like mileage and per diem in trip estimates
  - **Descriptions** are required on “Other” expenses in Chrome River PA
Descriptions are required on "Other" expenses in Chrome River pre-approvals. These descriptions now carry over onto expense reports during the "import" process.

### Test PA

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 08/12/2021</td>
<td>Other Misc</td>
<td>200.00 USD</td>
<td>200.00</td>
</tr>
<tr>
<td>Thu 08/12/2021</td>
<td>Lodging Room...</td>
<td>850.00 USD</td>
<td>850.00</td>
</tr>
<tr>
<td>Thu 08/12/2021</td>
<td>Car Rental</td>
<td>120.00 USD</td>
<td>120.00</td>
</tr>
<tr>
<td>Thu 08/12/2021</td>
<td>Airfare</td>
<td>300.00 USD</td>
<td>300.00</td>
</tr>
</tbody>
</table>

**Data entry validation.**

This line item could not be processed automatically. Please complete the data entry.

**Date:** 08/12/2021

**Spent:** 200.00 USD

**Description:** per diem
Mileage Reminders
Entering Mileage

• Mileage related to a single trip should always be entered as a **single mileage expense**
  • even if the trip included multiple stops across multiple days

• This ensures the most accurate calculation and accounting
Let's look at an example

Kathryn Janeway drove her vehicle to South Bend for an overnight trip. She drove to dinner, back to the hotel, and then on to the location of her meeting the next day before finally returning home.

All of these stops should be included in a single mileage expense with multiple stops.
• Mileage for trips over 500 miles

• Mileage is reimbursed at:
  • $.585 per mile for the first 500 miles (Effective January 1, 2022)
  • $.2925 per mile for 501 miles or more

• In order to ensure proper calculation and accounting, all stops of a long trip should be entered in a single mileage expense as normal.
Indiana University Bloomington, S Indiana Ave, Bloomington, IN, USA
Congress Plaza Hotel, South Michigan Avenue, Chicago, IL, USA
Harry Caray's Italian Steakhouse, West Kinzie Street, Chicago, IL, USA
Congress Plaza Hotel, South Michigan Avenue, Chicago, IL, USA
Baxter - Round Lake, Illinois 120, Round Lake, IL, USA
Congress Plaza Hotel, South Michigan Avenue, Chicago, IL, USA
IUPUI, University Boulevard, Indianapolis, IN, USA
Indiana University Bloomington, S Indiana Ave, Bloomington, IN, USA

Add Destination

572.65 Miles

Return to Start
$313.75 total dollars
$292.5 reimbursed at regular rate
$21.25 reimbursed at reduced rate

572.65 total miles
500 miles reimbursed @ 0.585 per mile
72.65 miles reimbursed @ reduced rate 0.2925 per mile
My report was returned! Now what?

A few quick clicks can help you identify the problem and adjust as necessary to get your expense report back on track for approval.
Investigate the cause

• Open your report

• Review the comment left on the header level (summary page) of the report
  • Chrome River requires the approver leave a comment explaining the return

• Click **Edit** to make adjustments
See the article below for help

- [https://training.iu.edu/blog/2022/01/18/demystifying-returned-reports/](https://training.iu.edu/blog/2022/01/18/demystifying-returned-reports/)
Resources

• Travel Management’s Ground Transportation discounts page: https://travel.iu.edu/discounts/rentalcar/cardiscounts.shtml
  • Need help understanding which option to use? Check out this article
• How to use Egencia direct billing: https://training.iu.edu/documentation/travel/booking/rent-car-egencia-direct-bill.shtml
• Tips on entering mileage: https://training.iu.edu/blog/2022/01/18/common-mileage-mistakes/
• How to edit a returned report: https://training.iu.edu/blog/2022/01/18/demystifying-returned-reports/
• Subscribe to the Travel Bulletin newsletter: https://training.iu.edu/subscribe/subscribe.shtml

How to reach the Financial Training team

Email: estc@iu.edu
Web: https://training.iu.edu
News:
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