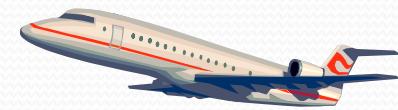


TRAVELING FOR THE UNIVERSITY OF ARIZONA



Domestic Travel

Traveling within the United States





Before you go:

- All Travel on behalf of The University of Arizona by an employee, student or affiliate must be pre-authorized, even if expenses will not be paid by the university. This will ensure that:
 - Travel plans have been authorized by the appropriate departmental approving authority,
 - Funds are available,
 - The traveler can document their official travel status if needed for Risk Management purposes,
 - The travel has a legitimate business purpose; in the best interest of the university and
 - The travel meets the IRS Accountable Plan.



Travel Authorization

- A travel authorization must be completed by the traveler.
 - The form can be found at <https://eforms.fso.arizona.edu/createPdf/5/>
 - Use the following information to complete the form:
 - Department Name: EEB/MCB
 - Department Number: 0420/0417
 - Department PO Box: 210088
 - Room Number: 310
 - Use your name and phone number for the contact information.
 - Your supervisor's (Faculty/PI) name as the approver (bottom of form). Faculty: The EEB/MCB Business Manager is the Department Head's delegated approver.
 - If you will be attending a conference or meeting, please note in the "Business Purpose" if you will be speaking or making a presentation (poster).

Travel Authorization (cont)

- If you are planning to include personal time in conjunction with your UA business trip, you must include that information on your travel authorization. Please note the dates taken as personal days in the justification memo box.



Travel Authorization (cont)

- Once you have completed the form, have your supervisor sign and forward the form to the EEB Business Office.
- If you will be in travel status for more than 30 days, you are also required to submit a long term travel letter approved by the Department Head. This letter must include the details of your travel and funding source.





Documents

- Please attach the following documents to your travel authorization if you will be attending a conference:
 - A copy of the conference information that shows the dates and location of the conference.
 - A copy of the registration information or program that will show if any meals will be included in the registration.
 - A copy of the accommodations information to determine if your lodging is designated. **If this is not included, it will be assumed that your lodging is not designated and you will be reimbursed accordingly.**
 - For those traveling to meet with collaborators or other meetings, a written notice(email) from your collaborator or meeting organizer suggesting a hotel is sufficient documentation for a designated hotel.

CAUTION:



IF YOU DO NOT COMPLETE THE TRAVEL
AUTHORIZATION BEFORE YOU TRAVEL, YOU MAY NOT
BE ABLE TO BE REIMBURSED FOR THAT TRAVEL OR IT
MAY BE SIGNIFICANTLY DELAYED!

Planning Your Travel

- Plans must be made using the most economical means of travel. In most cases, this means using airlines. If you are traveling by personal vehicle, you will need to justify the reason (carrying field equipment, carpooling to a conference, etc). If you are carpooling, please list the people who will be traveling with you and their travel authorization numbers. If you are traveling by departmental vehicle, no justification is necessary.
- To help plan your expenses, please use the meals and lodging cost index at [http://www.gao.az.gov/publications/SAAM/Supp I trvrat es-012308.pdf](http://www.gao.az.gov/publications/SAAM/Supp_I_trvrat_es-012308.pdf) . This index will tell you what meal and lodging per diems are at your destination. **Please note: meal per diem must be approved by your supervisor before your travel!**

Planning Your Travel (Cont)

- If you are taking personal time in conjunction with your business trip and will be flying, per department policy, you must buy your ticket and then get reimbursed. When you book your flight, also print out a comparison flight for the trip directly to your destination and then directly back to Tucson after the event. You will be reimbursed for the least expensive fare.





While You are Gone

- Request and keep original receipts (receipt envelopes are available in the MCEEB Business Office).
- Lodging must be with a commercial establishment. The original itemized receipt is required showing the establishment's name, address, phone number, dates of lodging, daily room rates and single room rates if more than one person is occupying the room.
- If you are sharing a room, pay your share separately and get the itemized receipt showing how much and how you paid.
- If you are requesting meal per diem, it is not necessary to keep the receipts for meals. Before you travel, your supervisor will need to verify how much meal per diem, if any, is to be allowed.
- If you have receipts for field supplies, please note what the items are if it is not apparent and what they will be used for.



While You are Gone (cont)

- If you are renting a car, please decline the insurance coverage. The rental car will be covered by U of A insurance.
 - Note: depending on your travel plans and business purpose, you may want to consider renting a Motor Pool vehicle. Contact MP (621-5124) for information regarding rental of MP vehicles.
- Request a itemized receipt from the car rental company that shows the dates of use and that payment was made.
- Retain all gas receipts for the rental car. Make sure the receipt is itemized.

While You are Gone (Cont)

- If you are buying gas for a departmental vehicle, make sure the receipt is itemized and shows how many gallons and the total amount of the purchase. Also make sure to note on the receipt which vehicle it is for.
- Receipts for taxis are not required, but preferred. If at all possible get a receipt from the cab driver.



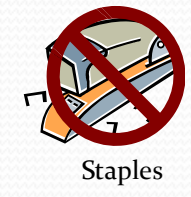
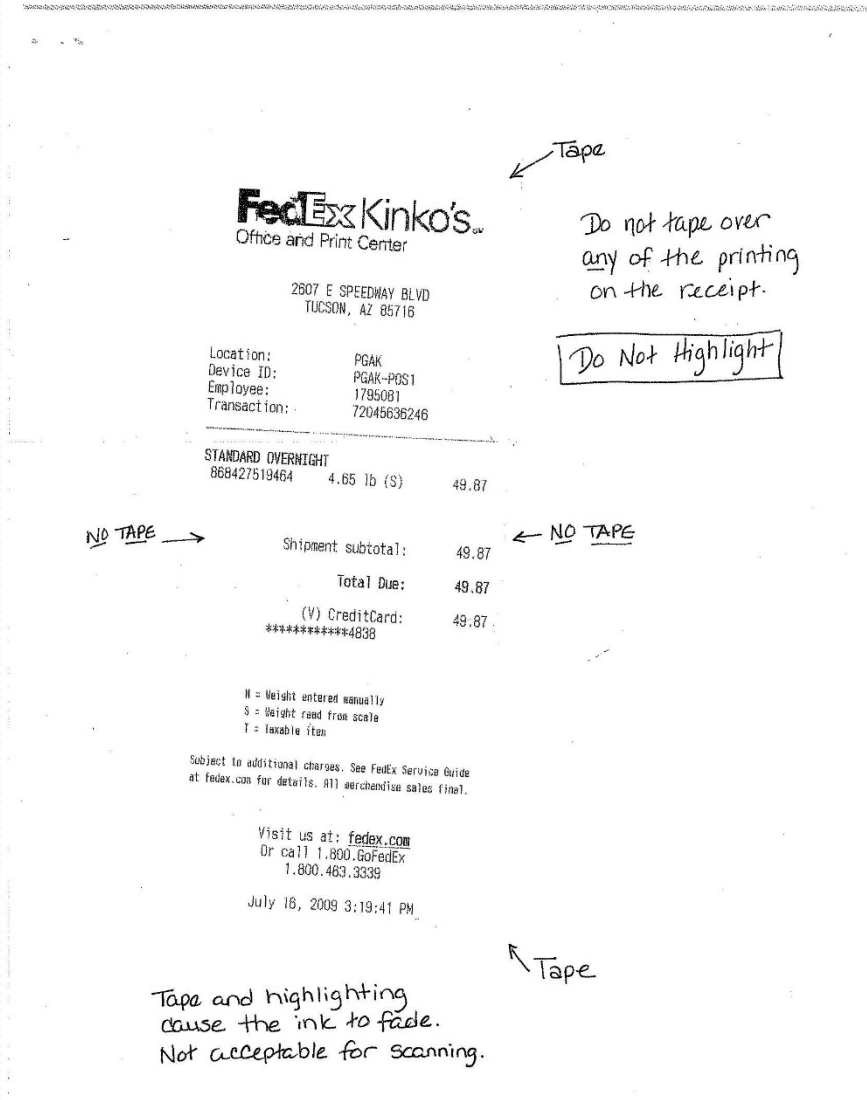


After the Trip

Receipt Preparation

- Receipts must be taped to a 8.5 x 11 sheet of paper. These receipts will be scanned into the system. Do not tape over any information and do not use highlighter on the receipt. If necessary to make a note on an item, underline the item or put a “*” beside it. You can make notes on the paper beside the receipt. You can put more than one receipt on a sheet of paper. However, do not fold a receipt to make it fit. If necessary, cut the receipt and put both pieces on one sheet (or more if necessary).

Receipt Preparation (Cont.)





Receipt Preparation (Cont.)

- Only use one side of paper to submit receipts. If you are printing out receipts (airline itineraries/receipts, etc.), only print out on one side. These documents are scanned into the system and are only scanned on one side.
- Make sure the receipts are legible. If the printing on the receipt is not clear, please make legible notes.
- If you have numerous receipts (more than a dozen), use the spreadsheet found at: [Domestic Travel Reimbursement worksheet \(Excel spreadsheet\)](#)
- When you submit your expense reimbursement packet for processing, email your spreadsheet to the accountant who will be processing the reimbursement.



After the Trip (Cont)

- Make sure you include all information when you submit your expense reimbursement packet:
 - All receipts (itemized)
 - Date and time of departure and date and time of return (if not traveling by air)
 - Description of any circumstances which may impact the reimbursement (plane delayed, etc)
 - Note if you are requesting meal per diem
 - Your contact information (email address)
 - Any other information that would help speed the processing of the reimbursement



International Travel

In addition to all the required information/instructions above, all international travel must be registered with the University International Travel Registry:

<http://ua-risk.terradata.com/>

This step should be done at least 30 days in advance of travel. The registration should be completed with your Travel Advance Form since the 5 digit registration number you receive after registration is required on the Travel Advance Form.



Travel to Countries Under a US State Department Travel Warning

- For those of you who will be traveling to a country with a US State Dept. travel warning, there are extra forms to be filled out.
- One is the Travel Supplemental Authorization for Travel Warning Areas (https://sillc.arizona.edu/files/iTA_Supp_Auth_Travel_Warning_Areas_o.pdf).
- The other is a Travel Assumption of Risk and Release (http://risk.arizona.edu/sites/risk/files/itravel_assump_of_risk_release.pdf).
The assumption of risk form is only for students or volunteers traveling to a
- country under a travel warning.
- The Travel Supplemental Authorization form must be submitted with a completed travel authorization form. The information will be reviewed by the International Travel Safety Oversight Committee and make their recommendation to the Provost. To allow sufficient time for this process,
- please submit the forms at least 30 days prior to planned departure.
- A list of countries currently under a US State Department travel warning can be found at <http://travel.state.gov/content/passports/en/alertswarnings.html> .



Exceptions to Policy

Per policy, a traveler who rents a car is to waive insurance fees as the U of A insurance applies. **However, because laws differ from country to country, if you are renting a car in a foreign country, you will be required to get insurance for that country from the rental agency.**

The U of A does not ordinarily pay for phones charges on a personal phone. However, if you are making business calls on your cell phone, you may be reimbursed. These expenses must be approved by your supervisor before the travel begins.

Baggage fees

SAS Kiruna
Orgnr 902001-7720
19587 Stockholm-Sweden

Ant	Beskrivning(moms/)	Pris	Belopp
1	DO_(23kg 158cm(6/))	200,00	200,00

Total 200,00

moms %	Grundval/kr	moms/kr	Sälj/kr
6,00	188,68	11,32	200,00

BAX: 300852-71106792
30/08/2012 11:37
60330057
VISA
*****4338
REF:319 002280123870
SEK= 200,00

KUNDENS KOPIA



KORT 200,00

30/08/2012 11:37
Kvitto:71106792 001027



Receipts in Foreign Languages

- Receipts in a foreign language must be translated, either on the receipt (on the back), on the paper it is attached to or on a spreadsheet found at: [Foreign Travel Reimbursement worksheet \(Excel spreadsheet\)](#)



Foreign Currency Receipts

- Receipts in foreign currency must be converted to U. S. dollars. The preferred currency converter is Oanda (<http://www.oanda.com/currency/converter/>). The conversion rate/amount must be consistent with the date of the receipt. If you have numerous receipts on the same date, you can use the rate and calculate the conversion on the spreadsheet found at:



CAUTION!!!!

Domestic or International Travel:

It is strongly recommended that when you are traveling, whether for field work, meeting with collaborators or attending a conference, pay your own expenses only. We may not be able to reimburse you for payments you make of behalf of a third party.

If you have any questions about what you can/can't do, **ASK FIRST!!!!!!!**

Happy and Safe Traveling!!!

