

## 2019 TRAVEL MEMORANDUM UMASS DARTMOUTH

This memo is a quick reference guide only. All employees who travel on University business should read the complete policy and procedures manual in its entirety before traveling. The Travel Policy and Procedures manual, which includes more detailed information, can be viewed on the following website:

[https://www.umassd.edu/admin\\_finance/manuals/travel-manual/](https://www.umassd.edu/admin_finance/manuals/travel-manual/)

Direct any questions regarding travel to:

- Marlene Roberge [mroberge1@umassd.edu](mailto:mroberge1@umassd.edu) ext. 8189 John Almeida [jalmeida4@umassd.edu](mailto:jalmeida4@umassd.edu) ext. 8367 Backup
- **Sponsored Projects Administration (SPA)** ext. 8953 for any questions on allowable travel expenses charged to grants.
- **Access Management – Security Access** - if you wish to create either a travel authorization or an expense report for another individual or have taken training, but have not been granted access – Email: [citsam@umassd.edu](mailto:citsam@umassd.edu) or Open a Help Desk Ticket or call the IT Service Center ext. 8790.
- **PeopleSoft Issues, Questions, Errors and Training contact** Jean Schlesinger [jschlesinger@umassd.edu](mailto:jschlesinger@umassd.edu) ext. 8085
- **Training Schedule and Sign up:** <https://www.umassd.edu/peoplesoftfinance/training/>
- **Job Aids:** <https://www.umassd.edu/peoplesoftfinance/job-aids/>

### Travel Reimbursement

Travelers are encouraged to exercise good judgement when considering the costs of their travel plans. Travelers are expected to utilize the least expensive, more direct and efficient means of transportation available and should choose good quality, but reasonable priced hotels or lodging whenever practical.

- Fees for conference registrations, airfare and lodging are often purchased months in advance. Since these fees cannot be reimbursed until the completion of the trip, travelers are encouraged to use a university procurement card for these transactions. Entering the procurement card expenses on an employee expense report does not charge the expense against the department's budget. The procurement card reallocation process must be completed to allocate the charges to the department.
- **Procurement Card Questions** may be directed to John Almeida [jalmeida4@umassd.edu](mailto:jalmeida4@umassd.edu) ext. 8367.

### Personal Vehicle

Personal use of automobiles is permitted and reimbursed on a mileage basis at the effective Internal Revenue Service (IRS) mileage rate. The current reimbursement rate as of January 1, 2019 is 58¢ per mile. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation and insurance. No reimbursement will be made for vehicle repair costs or parking tickets, regardless of whether it results from the traveler's act or acts of others. Reimbursable items related to personal vehicle use included parking and tolls. Receipts are required. Mileage is measured from the employee's home to the destination and return, or from the University or Department address to the destination and return, **whichever is less**. Mileage between an employee's residence and place of work is not reimbursed. **MapQuest is required** except for travel from the Dartmouth campus to other University of Massachusetts campuses, Boston, Providence, Shrewsbury and New Bedford.

### Travel Authorization

All out-of-state, in-state overnight and international travel must be pre-approved. **Grant-related trips should utilize U.S. flag carriers when traveling outside the United States. For further information, please see:**

<https://www.umassd.edu/spa/howto/awardmanagement/awardmanagementguidelines/allowcost/>

A travel authorization form must be completed by the traveler in the business system travel and expense module under Employee Self Service >Travel Authorization. The authorization must be submitted and approved prior to the first day of travel and contain a Terra Dotta travel registration ID. It is the responsibility of the traveler to know who the travel approvers are prior to submitting the authorization.

When the trip is completed, the travel authorization must be copied in to the expense report in the business system (PeopleSoft). Copies of all receipts need to be attached to the expense report in one PDF or word file, preferably in the

order they are entered. If the travel authorization is not filled out prior to the trip, an approved paper travel authorization must be attached to the Expense Report that is entered in to the business system.

For overnight travel, a Terra Dotta Travel registration, Travel Authorization and Expense report must be completed when any University funds are being used, even if all expenses are being charged to a procard. A travel registration needs to be filled out and even if you are not requesting reimbursement if you are travelling on university business, even while on sabbatical leave. The travel registration must be completed in Terra Dotta. The Travel Authorization and Expense Reports must be completed and approved in PeopleSoft.

For day travel, only an expense report needs to be completed if the employee is requesting reimbursement. Staff or Faculty travelling with students for day trips are encouraged to register the day travel and attach a student roster in Terra Dotta.

### **Per Diem and Business Expense Meals**

Effective 12/1/2015 the per diem allowance rate will correspond with the current rates listed by the General Services Administration (GSA). The applicable CONUS (Continental United States) per diem meals and incidental expenses (M&IE) is also posted on the expense report entry page or by going to: for travel in the US - <http://www.gsa.gov/perdiem> and for international travel go to: [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

In accordance with GSA guidelines, the campus will allow up to 75% of the daily CONUS per diem allowance on the first and last calendar day of travel. This table can be found on the M&IE breakdown page labeled "First and Last Day of Travel" as well as a chart in the travel manual.

75% of the per diem rate is allowed when travel status is at least 12 consecutive hours but less than 24 hours. The IRS does not consider per diem for travel that is not accompanied by an overnight stay as a reimbursable expense. **The University will continue to reimburse these requests, but they must be recorded as a taxable benefit. Use GL account 727280.**

**Business meals** that occur when a traveler is on travel status will require a business expense form to be completed, list attendees, location, and a brief description of the business purpose. The traveler per diem will be reduced depending on whether the meal was a breakfast, lunch or dinner. **Per Diem meals must not be put on a procard.**

### **On-Line Travel Expense Report Filing**

The description line of the expense should include the date and destination of the trip. The notes/comments should explain the business purpose of the trip. If traveling on a grant, include the name and location of the conference, as well as a descriptive purpose for the travel (e.g., poster/paper presentation, workshop presentation, dissemination of research, etc.). **Copies of all receipts, including procard receipts, as well as a copy of the 7062 report or procard query indicating the account to which the expense was reallocated must be attached to the Expense Report.** For any grant related travel expense report, PI approval is required. If a PI does not have access to approve the report in PeopleSoft, PI approval should be attached to the expense report.

**If all required documentation is not included with the completed expense report, the report will be returned for corrections.**

### **Late Travel Submissions**

All travel expense reports must be accounted for within "a reasonable period of time" of when the expense was incurred. For IRS purposes, a reasonable amount of time is 120 days. Accordingly, all reimbursement requests must be received within 120 days of when the expense incurred. Travel reimbursements requests that are submitted after 120 days will still be accepted but the IRS required that the reimbursement be treated as taxable to the individual receiving payment. **No reimbursement will be paid if the expense exceeds 6 months** unless the employee is out of the country for sabbatical leave or other university business. Expenses should be recorded in the current Fiscal Year in which they were incurred. Some exceptions will be made for travel at the end of a fiscal year.