Travel Training

REFRESHER & LATEST UPDATES
Introduction & Overview

- What is in this powerpoint:
  - Travel Status and who can travel for UNLV Business
  - Travel types and documents needed
  - Transportation, lodging, and per diem
  - Candidate travel and group travel
  - Cash advances
  - Spend authorization and expense Report
  - Procedures
  - P-Card transaction reconciliation
Travel Status

- A person traveling 75 miles or more outside of Las Vegas is considered to be in travel status.
- Travel status begins two hours before domestic flight departure and three hours for international flight departure. Ends at the arrival time for both domestic and international flights.
- Travel status begins at departure time for ground transportation.
- A Pre-authorization travel form must be approved by a person with signature authority.
Who can travel for UNLV Business?

- Full time employees, both professional and classified
- Students including: GA’s, student workers, and general students
- Registered volunteers
- Candidates
Types of Travel

- Individual Travel:
  - Employee
  - Student
  - Candidate
  - Volunteer

- Group or team travel (Two or more people):
  - Employees
  - Students
  - Employees and students
  - Domestic travel and international travel
Travel Purpose Documents:
- Conference schedule or retreat schedule
- Registration Form
- Email from the traveler or leader of group
- Transportation Reservations (Flight ticker, car rental, etc.)
- Lodging Reservation
- Roster of all travelers if it is a group travel
Transportation Use Guidelines:

- Flights: Economy class only, no early bird check-in, no pre-seat selection with fee, no more than one baggage fee
- SWABIZ (Refer to next slide)
- Car rental: Enterprise or Hertz
- UNLV vehicle: Only use gas card assigned to that vehicle
- Personal vehicle: Mileage reimbursement
- Shuttle/taxi/uber (no tips on P-card)
- Charter bus
- Parking
SWABIZ

- SWABIZ is a booking tool with Southwest Airlines
- It can manage and track travel program without fees
- It gives negotiated benefits
- There will be no transaction fees and no change fees
- Luggage fly free
- Student Life will set up the account
Lodging

- GSA rate: [www.gsa.gov](http://www.gsa.gov)
  - Per room not per person
- Lodging Exception Approval form: A or B
- Airbnb – allowable, but not encouraged. GSA rate is applied
- In-state lodging has no exception for GSA
Per Diem

- GSA Rate
- Per diem reimbursement
- Group meals are not hosting
- Hosting: Pre-approval is required with a signed host form
Candidate Travel

- Use p-card to book hotel room; GSA rate is applied and no exceptions for in-state lodging
- Candidate purchases flight and gets reimbursed
- Per diem may be allowed for meals not covered by UNLV during the interview time
Group Travel with Fees

- When needed: a participation fee or deposit is collected
- KX account set up: group leader or organizer with SUES
- Before travel: A roster of registration
- After travel: A roster of participants
- KX account reconciliation: Account manager, group leader, and SUES staff reconcile within 7-10 business days from trip completion
- Refund: SUES/SLBS
Cash Advances

- Cash Advances are only extended for meals
- Cash Advances are only authorized for current UNLV employees, students or registered volunteers (must be active in Workday)
- Cash advances must be submitted via the spend authorization at least two weeks prior to travel
- Cash advances must be reconciled before a new cash advance can be requested
Spend Authorization

- Spend authorization is required for all travels including zero balance travel.
- All estimated expenses need to be consolidated in the memo of the spend authorization:
  - For example: Registration, flight, lodging, car rental, parking, gas, per diem, and total cost of the travel.
- Spend authorization is submitted via Workday before the travel and reconciled after the travel.
- Spend authorization and expense report must be submitted by SLBS staff.
- Zero balance travel document is required when all expenses are prepaid by P-card or other method.
Traveler needs to fill out and submit a travel pre-authorization form to his/her account manager with the information needed for the upcoming travel.

The account manager will submit a spend authorization and inform the number.

The traveler will use the spend authorization number to reconcile all P-card transactions related to this trip.

Upon completion of travel, the traveler need to submit a copy of all receipts to his/her account manager.

The account manager will prepare an expense report to reconcile the spend authorization and reimburse expenses if there is any.
P-Card Reconciliations for Travel Expenses

- Use correct spend category code
- Use activity codes when applicable
- Use correct DC codes
- Always attach spend authorization number with the receipt
- Attach lodging exception approval form if needed
You have now completed this training:

For any further questions please contact your Account Manager with Student Life Business Services!

Have a great day!