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

Documents for 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
  - 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.

Procedures

- 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

Training Complete

▶ You have now completed this training:

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

▶ Have a great day!