Travel Policy FAQs
Based on Travel Policy revisions, 1/1/2014

Travel Meal Receipts:
1. With the change in receipt requirement for meals, is this a Per Diem?
   • No – actual meal expenses are to be submitted.

2. If I spent $45 on my travel meal, paid with my PurCard, should I submit an expense report for the balance of $15?
   • No – the actual expense was $45. Since the $60 maximum is not a Per Diem, there is no additional amount due to the employee.

3. I had room service at the hotel. Do I just leave this as part of the hotel charge on my expense report?
   • Room service meals need to be broken out from the room charge when entering the expense report. Room service meals should be charged to a travel meal expense type.

4. Since the room service is on the hotel bill, do I need an itemized receipt for it?
   • If you are anticipating an international meal reimbursement greater than $75 for that day, and a room service meal is part of that expense, you should obtain the itemized receipt.

5. If meals are provided at a domestic conference, do I still get $60 per day?
   • Actual meal expenses are reimbursed, up to $60 per day. If a conference provides a meal(s), then the actual expense of the remaining meals should be submitted for reimbursement.

6. What about snacks?
   • Snacks are included in the daily total meal maximum.

7. If I have $65 for domestic travel meals and have all of my receipts, for what amount will I be reimbursed?
   • The reimbursement will be for $60.

8. I’m traveling and taking three coworkers with me. Since I paid for all of the meals, I plan to include all of their reimbursements on my expense report, each for $60 per day. Correct?
   • Per the travel policy, any meal paid for by a UVM employee for multiple employees requires the itemized receipt to document the expense report. This would be true for every meal.

9. Do I always need to keep a log of expenses?
   • If you are traveling to an underdeveloped country, where receipts are not likely available, keep a log. If you are traveling for a lengthy period of time, it may be useful to keep a log. If it helps you to keep a log, by all means.

International Travel
10. I traveled internationally. My meals totaled $83 each day. Some days I have the receipts, some days not. Will I be reimbursed $90 for each day?
    • No. For the days that there are no meal receipts, the maximum of $75 per day is allowed. For the days that there are receipts totaling $83, the reimbursement will be $83.

11. I had a meal in New York City at 6pm, awaiting my flight to Paris, France. Is this a domestic or foreign travel meal?
    • This is considered a foreign meal. Generally, all expenses toward a trip are categorized by the destination.

12. Travel to Canada – foreign or domestic?
    a. If the destination is Canada, the trip is considered domestic.
b. If the destination is outside Canada, the trip is considered international. (For example, driving to Montreal to fly out to Paris, France – the mileage is international travel.)
c. Meals in Canada, with a Canadian destination: domestic meal rate.

N.B.: National Institutes of Health definition: Foreign travel is defined as any travel outside of Canada and the United States (U.S.) and its territories and possessions.

Taxes and Tip
13. Tax and tip on meals are separate from the daily meal maximums, correct?
   • No, tax and tip are included in the daily meal maximums.

14. My domestic travel meal was $58, the tax was $5 and the tip was $9. Can I submit the tax and tip on a separate line on my expense report?
   • No, the meal total includes tax and tip. In this case, it would sum to $72. The reimbursement amount would be $60.

15. I am a delegate entering a report for a traveler and the meal receipt did not indicate a gratuity. Can I add a tip to the expense report?
   • No, only expenses submitted can be entered on an expense report. (Perhaps the service was poor or the dining establishment was self service.)

16. How is the tip calculated?
   • Tip is generally calculated based on the pre-tax amount. Generally, 15% to 20% is acceptable.

Alcohol
17. Can I buy alcohol on my endowment fund?
   • Alcohol is never allowable during travel status. Alcohol for business meals may only be purchased on discretionary gift and endowment funds, and with provost pre-approval.

Business Meals
18. I had a business meal during my trip. Does it count toward the daily maximum allowable meal limit?
   • Yes, business meals are included in the daily maximums of $60 per day domestic and $90 per day international.

19. Do business meals require receipts?
   • Yes. Business meals require the itemized receipt, the attendees of the meal, and clear business purposes, based on the IRS accountable plan rules.

Required Receipts
20. Other than travel meals, what travel receipts are required?
   • Itemized receipts are still required for the following:
     a. Lodging
     b. Airfare
     c. Other transportation
     d. Vehicle rental

Electronic Submission
21. Will the Disbursement Center still accept the original receipts and paper expense reports? Or does everything need to be scanned and submitted electronically?
   • The Disbursement Center will still accept paper expense reports with original receipts. Scanning is not mandatory.
22. Is scanning required?
   • No, scanning is optional at this time.

Cash Advances:
23. Has a check been issued for my…?
   • **Cash Advance** - Review the status of the Cash Advance. Has it been approved by the Expense Manager and the Prepay Auditor? Is the status Paid?
     o Navigation: Employee Self Service > Travel and Expense Center > Cash Advance > View – to view the status of the cash advance.
     o Navigation: Employee Self Service > Travel and Expenses > Review Payments – to view check number and check date.

24. Can I pick up my Cash Advance?
   • Review the status of the Cash Advance. Has it been approved by the Expense Manager and Prepay Auditor? Does the trip begin in five or less business days?
   • Cash is picked up in the Cashier’s Office in Waterman. It will be available five business days prior to the departure date.
   • Bring your UVM identification. NOTE: If located off-campus, the option to have the check mailed is available (ensure that there is sufficient time for processing and mailing).

25. How/when do I remit remaining cash from my Cash Advance?
   • Apply the cash advance to the expense report as the last step. Print the detail page that was used to actually apply the cash advance (the page is titled: Apply Cash Advance(s)). When the expense report is accurate and submitted, take this page, along with the funds that are being returned, to the Cashier’s Office. This page displays all of the information that the cashiers will need in order to properly process these funds.

Expense Reports
26. Has a check been issued for my…?
   • **Expense Report** - Review the status of the Expense Report. Has it been approved by the Expense Manager and the Prepay Auditor? Is the status Paid?
     o Navigation: Employee Self Service > Travel and Expense Center > Expense Report > View – to view the status of the expense report.
     o Navigation: Employee Self Service > Travel and Expenses > Review Payments – to view check number and check date.

27. Can I be reimbursed for this expense before the trip?
   • No. According to the Travel Policy: No travel expenses will be reimbursed before the trip has occurred. If expenses must be incurred before the trip (e.g., airfare, conference registration, hotel, etc.), a UVM purchasing card should be used as means of payment.

28. How should I enter the travel meals on the expense report?
   o By each meal?
     o No, lump meals by day
     o By each day? (up to $60 / day domestic, $90 per day international)
       o Yes
       o If I’m travelling for a month or more?
         o Keep a log of expenses. Sum meals by the week (or less often for longer trips). Attach the log to the expense report. A spreadsheet is fine for this purpose.
         o If I’m buying groceries?
           o Enter separate lines for groceries. Do not enter multiple lines for one grocery store receipt.
Other Questions

29. How do I forward my PS worklist?
   - In PeopleSoft Financials, navigate to: Main Menu > Employee Self Service > UVM Self Service Additions > Workflow/Notify Preferences

30. How do I delegate authority to someone else to enter an expense report for me?
   - In PeopleSoft Financials, navigate to: Main Menu > Employee Self Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority