GUIDANCE FOR TRAVEL EXPENSE PROCESSING
WHEN WORKING REMOTELY

Steve Kriz
Agenda

1. Questions & Answers
2. Enhanced Document Routing
3. Domestic Travel Worksheet Template
4. Coming Soon – DocuSign Travel Demos
Q: Could you please clarify what originals the department is required to retain (signatures and/or receipts) if BFS is processing reimbursements without either in place? Or is it ok if neither are on record in the dept?
Original Documentation

- A_BFS is currently accepting images of supporting documentation to accommodate the challenges presented by remote working and the COVID-19 mandates. Until further notice, it is strongly recommended that Departments continue to retain original documentation for reimbursement of all University expenditures.
Miscellaneous Form 5

- Q: Does the processing of Misc Form 5s/Disbursement vouchers follow the same guidance as for travel expense processing?
Miscellaneous Form 5

• A_Yes, a PDF of the Miscellaneous Form 5 Disbursement Voucher can be uploaded to a DocuSign Envelope, signed (in DocuSign) and sent to the following email address for processing:

   BFS-Misc.Reimbursements@UCSB.edu
Multiple Travel Payment Requests

• Q. Should we continue to include copies of Travel Payment Requests when submitting a TEV for a University visitor?
Multiple Travel Payment Requests

• A_Yes, if you have requested multiple Travel Payment Requests (TPR) for a single TripID, prior to submitting the final Travel Expense Voucher (TEV), you should continue to include PDFs of all the TPRs when submitting the final TEV.
Sending Reimbursement Requests

• Q_A colleague purchases food & paper plates and related supplies as needed for a meeting with our External Review Committee in connection with departmental program reviews by distinguished scholars from other universities.

When the Payment Request - Misc. (Non-Payroll) Form 5 is completed for out-of-pocket expenses, does this form get submitted based on the event or the type of reimbursement?
Sending Reimbursement Requests

- BFS-Travel.Entertainment@UCSB.edu
- Travel Payment Requests (TPR)
- Travel Expense Vouchers (TEV)
- Form 5 - Entertainment
- Misc Form 5 - Honoraria
- Misc Form 5 - US Immigration Service
Sending Reimbursement Requests

- BFS-Misc.Reimbursements@UCSB.edu
- Online Form 5 – UCSB Employees
- Misc Form 5 – Reimbursements for Non-Employees
- Misc Form 5 – Memberships
- Misc Form 5 – Refunds
Trip Cancellations and Credits

• Q_Due to COVID-19, several conferences have been cancelled. If a traveler pays out-of-pocket for their flight or lodging, can they be reimbursed for it? For example, a traveler books a flight on their personal card and receives airline credit, can they submit a reimbursement for the amount of the airline credit?
Trip Cancellations

• If a traveler is issued a future credit for airfare or lodging, and the University reimburses the traveler, then the department needs to inventory these credits and make sure they are used for a future trip related to the funding source.

• Travelers should not be allowed to keep these credits for their own personal use. For more specific information regarding travel credits please see Helpful Resources for Contract & Grant Administration on our website.
Business & Personal Travel

• Q_ If a traveler books on their personal card, 4 nights of lodging at an Airbnb property, of which 2 nights are personal. The trip is canceled due to COVID-19, the traveler is charged for the entire amount. Can the traveler submit a reimbursement for the entire amount?
Business & Personal Travel

• A_Since UC Travel Policy addresses the reimbursement of cancellation charges for **business travel**, the amount of the reimbursement claim should be limited to cancellation charges incurred for the business days (i.e., 2 days).
Honorarium Form 5

• Q_When submitting honorarium payment requests for visitors who have completed their UCSB visit - which email do we submit such documents to?

• A_Honorarium Form 5s should be submitted to the following email address: bfs-travel.entertainment@ucsb.edu

• A signed Form W-9 is required with all Honorarium Requests
Sending DocuSign Envelopes to BFS

• Q_ After the signer and approver have DocuSigned the TEV, is the next step to forward in DocuSign to BFS-travel.entertainment@ucsb.edu and select Receives a Copy?
Sending DocuSign Envelopes to BFS

• Yes, a DocuSign Envelope containing a signed TEV and supporting documentation can be forwarded through DocuSign as long as the BFS Travel Email is identified as the final envelope recipient and designated: CC RECEIVES A Copy
Enhanced Envelope Routing Example
## Domestic Travel Worksheet Template

### BFS - Domestic Travel Reimbursement_Traveler Initiated (SAMPLE TEMPLATE-COPY ONLY)

#### Recipients

<table>
<thead>
<tr>
<th></th>
<th>Traveler</th>
<th>Travel Preparor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name: Devin Seymour</td>
<td>Name: Steve Klic</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:devin.seymour@ucsb.edu">devin.seymour@ucsb.edu</a></td>
<td>Email: <a href="mailto:sjk1@ucsb.edu">sjk1@ucsb.edu</a></td>
</tr>
</tbody>
</table>

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4/8/2020

Business & Financial Services Controller's Office
Domestic Travel Worksheet Template
Coming Soon

- Using the Domestic Travel Template — Recorded Demo

- Using Enhanced Envelope Routing — Recorded Demo
Thank You!