



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

Original Documentation

- 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

- *A_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

- A_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


Add Recipients to the Envelope

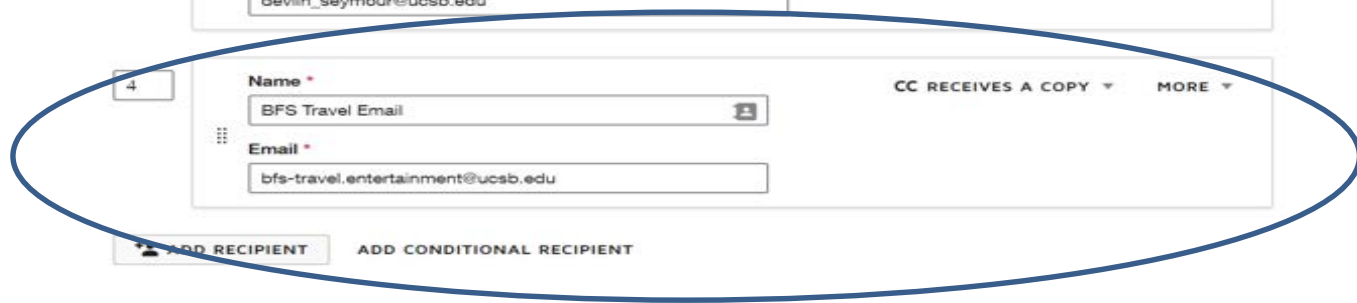
As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list.](#) Send copies of this envelope to many people at once. ⓘ

Set signing order

1	Signing Group Name * <input type="text" value="BFS Travel Approvers"/>	 NEEDS TO SIGN ▾ MORE ▾
	... <input type="text"/> <small>Signing Group</small>	
2	Name * <input type="text" value="Traveler"/>	 NEEDS TO SIGN ▾ MORE ▾
	... Email * <input type="text" value="devlin_seymour@ucsb.edu"/>	
3	Name * <input type="text" value="Department Travel Approver"/>	 NEEDS TO SIGN ▾ MORE ▾
	... Email * <input type="text" value="devlin_seymour@ucsb.edu"/>	
4	Name * <input type="text" value="BFS Travel Email"/>	 CC RECEIVES A COPY ▾ MORE ▾
	... Email * <input type="text" value="bfs-travel.entertainment@ucsb.edu"/>	


 ADD RECIPIENT ADD CONDITIONAL RECIPIENT



Domestic Travel Worksheet Template

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

Recipients

1	Traveler Name * Devlin Seymour Email * devlin_seymour@ucsb.edu	 NEEDS TO SIGN	MORE ▾
2	Travel Preparer Name * Steve Kriz Email * sjkri@ucsb.edu	CC RECEIVES A COPY	MORE ▾

Please Review & Act on These Documents

 Devlin Seymour
BFS

Please sign the Travel Worksheet

 UCSB
Powered by DocuSign

Please review the documents below.

[CONTINUE](#) [OTHER ACTIONS ▾](#)

Domestic Travel Worksheet Template

TRANSPORTATION

Airfare: \$500 RT Paid for by: Credit Card Charged to Department
 Private Car Mileage: License Plate #: Check here to confirm your liability insurance
 Rental Vehicle: \$ Rental Vehicle Gasoline: \$ UC Vehicle: Yes No
 Taxi/Bus: \$ Train: \$ Other: \$

MISCELLANEOUS

Registration: \$330 Tele/Fax/Internet: \$ Parking: \$ Other (explain):
 \$
 Comments:

SIGNATURES

<p><small>I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.</small></p> <p> 4/6/2020 <small>AUTHORIZING SIGNATURE DATE</small></p> <p>Devlin Seymour</p>	<p><small>AUTHORIZING SIGNATURE DATE</small></p> <p>_____ <small>Print name and title</small></p>
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Required - Attachment



Coming Soon

- Using the Domestic Travel Template – Recorded Demo
- Using Enhanced Envelope Routing – Recorded Demo



Thank You!