

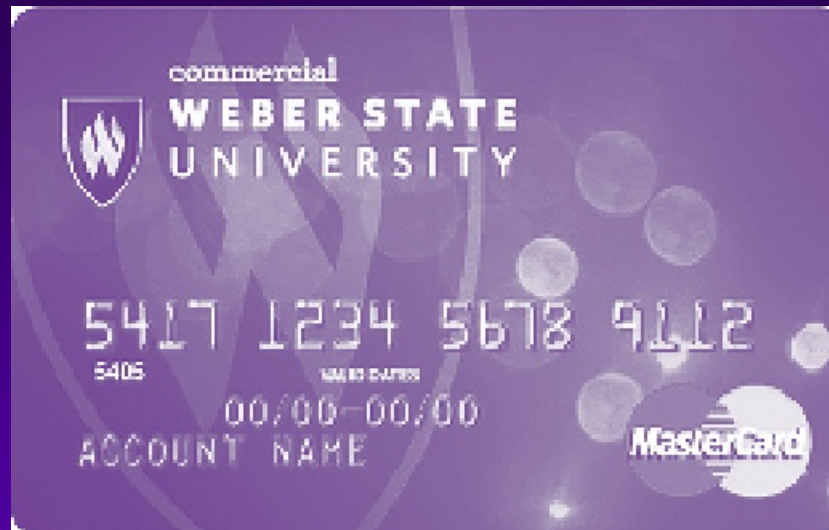
WEBER STATE UNIVERSITY

Travel Training



Purchasing Department
www.weber.edu/purchasing

WSU Purchasing Card



Purchasing
Department



Training Objective

- To understand and correctly complete all sections of the Weber State University travel log envelope

Travel Process

- While traveling, follow PPM 5-32.
- Use the WSU Travel Log to record all travel expenses
 - ▶ Part I. General Information/Pre-Authorization
 - ▶ Part II. WSU P-Card Expenditures
 - ▶ Part III. Non WSU P-Card Expenditures
 - ▶ The Per Diem Rate Schedule
 - ▶ Part IV. Reconciliation of Cash and Personal Expenses
 - ▶ Part V. Approval
 - ▶ Pay cashier if money is due WSU or obtain reimbursement from cashier

Process Steps

- Follow individual department procedures to obtain trip authorization

- Complete
Part I:
General
Information/
Pre-
Authorization

WSU Travel Log																					
Part I. General Information / Pre-Authorization																					
Name: <u>Brad Budge</u>	Date	Time																			
Department: <u>Purchasing</u>	Depart: <u>8-1-10</u>	<u>10:30 am</u>																			
Mail Code: <u>1013</u>	Phone: <u>7113</u>	Return: <u>8-4-10</u>	<u>2:15 pm</u>																		
Cost Code(s) <u>2-1-4980</u>		Destination: <u>San Diego</u>																			
Reg. Fee: \$ <u>419.00</u>	Purpose: <u>Purchasing Card Conference</u>																				
Reg. Fee Paid by Purchase Req. or P-Card: <u>P Card</u>		(List PR# or indicate "P-Card.")																			
(Attach copy of Registration/Conference Agenda.)																					
Air Fare Pre-paid \$ <u>249.00</u>	Travel Agent <u>Christopherson</u>																				
<u>Nancy Emenger</u>	<u>7-6-10</u>																				
(Supervisor Authorization to Travel)	(Date)																				
(Cost Code Authorization Signature)	(Date)																				
<table border="1"> <thead> <tr> <th colspan="2">Estimated Expenses (OPTIONAL)</th> </tr> </thead> <tbody> <tr> <td>1. Registration Fee</td> <td>419.00</td> </tr> <tr> <td>2. Mileage</td> <td>25.92</td> </tr> <tr> <td>3. Air Fare</td> <td>249.00</td> </tr> <tr> <td>4. Per Diem</td> <td>119.00</td> </tr> <tr> <td>5. Lodging</td> <td>450.00</td> </tr> <tr> <td>6. Misc.</td> <td>200.00</td> </tr> <tr> <td colspan="2">Total Estimated Expenses</td> </tr> <tr> <td colspan="2">\$1462.92</td> </tr> </tbody> </table>				Estimated Expenses (OPTIONAL)		1. Registration Fee	419.00	2. Mileage	25.92	3. Air Fare	249.00	4. Per Diem	119.00	5. Lodging	450.00	6. Misc.	200.00	Total Estimated Expenses		\$1462.92	
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4. Per Diem	119.00																				
5. Lodging	450.00																				
6. Misc.	200.00																				
Total Estimated Expenses																					
\$1462.92																					

Process Steps (cont.)

PART II: WSU P-Card Expenditures (only)

1. While traveling, record all transactions on Travel Log
 2. Enclose all receipts in Travel Log (envelope)
- Use one Travel Log per trip

Part II. WSU P-Card Expenditures (Only)					
Receipts Required for All Items		A	B	C	D= (A+B+C)
		Per Diem Expenses*	ATM Withdrawal	Business Expenses**	Total Amount
Date	Description / Explanation				
8-1-10	Hertz - Car Rental			120.00	120.00
8-2-10	Outback - Dinner	17.00			17.00
8-4-10	San Diego Hilton	10.00		450.00	460.00
8-4-10	Gasoline & Pop/Snacks	5.00		36.00	41.00
8-4-10	Park 'N' Jet			18.00	18.00
Totals		32.00		624.00	656.00
		(A)	(B)	(C)	(D)

*Per Diem includes incidental personal expenses (i.e., meals, personal phone calls, dry cleaning, etc).

**Business Expenses include lodging, air fare, parking & business-related ground transportation

PART III: Non WSU P- Card Expenditures

- | WSU Travel Log | | | | | |
|---|--|--------------|--|--|--|
| Part III. | | | | | |
| Non WSU P-Card Expenditures | | | | | |
| Cash Expended & Mileage
(Cumulative total of \$20 accepted without receipts.) | | | | | |
| Date | Description of Business Expenditures
<i>(Do not include Per Diem expenses.)</i> | Amount (\$) | | | |
| 8-1-10 | Airport and Hotel Tips | 6.00 | | | |
| 8-1-10 | Toll Fee | 2.00 | | | |
| 8-4-10 | Airport Tip | 3.00 | | | |
| 8-4-10 | Hotel Parking | 15.00 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Reimbursable Mileage <i>(For Standard Mileage Rate see PPM 5-32, Schedule I)</i> | | | | | |
| From: | To: | | | | |
| Ogden | SLC Airport | | | | |
| a. Number of Miles | X Rate | = | | | |
| 72 | .36 | 25.92 | | | |
| b. Odometer Readings: Return | - Leave | X Rate = | | | |
| 15201 | 15129 | .36 = | | | |
| Total (\$) | | 51.92 | | | |

Include reimbursable mileage by using either the standard mileage or the actual odometer reading

Per Diem Rate Schedule

Part V. Approval

I hereby certify that all items of expense included by me at the discharge of authorized university business and the amounts claimed are correct and proper charges. I also certify that I have not, nor will be reimbursed for any of these items from any other source.

Traveler

Date

Supervisor Approval

Date

P-Card Reconciler

Date

Per Diem Rate Schedule

<u>Departure Day Per Diem</u>	<u>Rate</u>	<u># of Days</u>	<u>Total</u>
Leave 12:01 am - 10:00 am \$40.00			
Leave 10:01 am - 4:00 pm \$30.00		1	30.00
Leave 4:01 pm - Midnight \$21.00			
<u>Interim Full Days</u> \$40.00		2	80.00
<u>Return Day Per Diem</u>			
Return 12:01 am - 10:00 am \$10.00			
Return 10:01 am - 4:00 pm \$21.00		1	21.00
Return 4:01 pm - Midnight \$40.00			
Total Allowable Per Diem			131.00

Process Steps (cont.)

PART IV: Reconciliation of Cash and Personal Expenses

Part IV. Reconciliation of Cash and Personal Expenses			
Per Diem allowed for amount of travel (see Per Diem Rate Schedule below)			131.00
Total <u>Non</u> WSU P-Card Expenditures Part III. (E)			51.92
Per Diem / Personal Expenses Part II. (A)		Less	32.00
ATM Withdrawal Part II. (B)		Less	
Amount Due Traveler			150.92
If amount is <u>negative</u>, then Amount Due WSU by Traveler			
<i>(Attach WSU Cashier's Office Receipt.)</i>			

EXAMPLE 1

Process Steps (cont.)

PART V: Approval

- Sign Travel Log
- Obtain Supervisor's approving signature

Part V. Approval					
I hereby certify that all items of expense included by me at the discharge of authorized university business and the amounts claimed are correct and proper charges. I also certify that I have not, nor will be reimbursed for any of these items from any other source.		Per Diem Rate Schedule			
		<u>Departure Day Per Diem</u>	<u>Rate</u>	<u># of Days</u>	<u>Total</u>
		Leave 12:01 am - 10:00 am	\$40.00		
		Leave 10:01 am - 4:00 pm	\$30.00	1	30.00
		Leave 4:01 pm - Midnight	\$21.00		
		<u>Interim Full Days</u>	\$40.00	2	80.00
		<u>Return Day Per Diem</u>			
		Return 12:01 am - 10:00 am	\$10.00		
		Return 10:01 am - 4:00 pm	\$21.00	1	21.00
		Return 4:01 pm - Midnight	\$40.00		
		Total Allowable Per Diem			131.00
<i>Brad Budge</i>	<i>8/10/10</i>				
Traveler	Date				
<i>Nancy Emenger</i>	<i>8/11/10</i>				
Supervisor Approval	Date				
P-Card Reconciler	Date				

Process Steps (cont.)

Refund Due Traveler

- Take Log to the WSU Cashier's Office for reimbursement
- Cashier will stamp "Paid" on the Travel Log Envelope and return to traveler

Part IV. Reconciliation of Cash and Personal Expenses			
Per Diem allowed for amount of travel (see Per Diem Rate Schedule below)			131.00
Total <u>Non</u> WSU P-Card Expenditures Per			51.92
Per Diem / Personal Expenses Part II. (A)		Less	32.00
ATM Withdrawal Part II. (B)		Less	
Amount Due Traveler			150.92
If amount is <u>negative</u>, then Amount Due WSU by Traveler			
<i>(Attach WSU Cashier's Office Receipt.)</i>			

Process Steps (cont.)

- Traveler verifies monthly statement against WSU Travel Log and signs statement
- Reconciler reviews statement, log and approves both

Part V. Approval		Per Diem Rate Schedule			
I hereby certify that all items of expense included by me at the discharge of authorized university business and the amounts claimed are correct and proper charges. I also certify that I have not, nor will be reimbursed for any of these items from any other source.					
<i>Brad Budge</i>	<i>8/10/10</i>	<u>Departure Day Per Diem</u>	<u>Rate</u>	<u># of Days</u>	<u>Total</u>
Traveler	Date	Leave 12:01 am - 10:00 am	\$40.00		
		Leave 10:01 am - 4:00 pm	\$30.00	1	30.00
		Leave 4:01 pm - Midnight	\$21.00		
		<u>Interim Full Days</u>	\$40.00	2	80.00
<i>Nancy Emenger</i>	<i>8/11/10</i>	<u>Return Day Per Diem</u>			
Supervisor Approval	Date	Return 12:01 am - 10:00 am	\$10.00		
		Return 10:01 am - 4:00 pm	\$21.00	1	21.00
		Return 4:01 pm - Midnight	\$40.00		
<i>J. O. Reconciler</i>	<i>9/7/10</i>	Total Allowable Per Diem			131.00
P-Card Reconciler	Date				

- Traveler files/retains paperwork for 4 yrs.

PART II: WSU P-Card Expenditures (only)

EXAMPLE 2

Part II. WSU P-Card Expenditures (Only)					
Receipts Required for All Items		A	B	C	D= (A+B+C)
		Per Diem Expenses*	ATM Withdrawal	Business Expenses**	Total Amount
Date	Description / Explanation				
8-1-10	Hertz - Car Rental			120.00	120.00
8-2-10	Outback - Dinner	17.00			17.00
8-2-10	Wells Fargo		100.00	2.50	102.50
8-4-10	San Diego Hilton	10.00		450.00	460.00
8-4-10	Gasoline & Pop/Snacks	5.00		36.00	41.00
8-4-10	Park 'N' Jet			18.00	18.00
Totals		32.00	100.00	626.50	758.50
		(A)	(B)	(C)	(D)

*Per Diem includes incidental personal expenses (i.e., meals, personal phone calls, dry cleaning, etc).

**Business Expenses include lodging, air fare, parking & business-related ground transportation.

Example 2 (cont.)

PART IV: Reconciliation of Cash and Personal Expenses

In this example, the \$100.00 ATM withdrawal has been included which changes the amount due the traveler

Part IV. Reconciliation of Cash and Personal Expenses			
Per Diem allowed for amount of travel (see Per Diem Rate Schedule below)			131.00
Total <u>Non</u> WSU P-Card Expenditures Part III. (E)			51.92
Per Diem / Personal Expenses Part II. (A)		Less	32.00
ATM Withdrawal Part II. (B)		Less	100.00
		Amount Due Traveler	50.92
If amount is <u>negative</u> , then Amount Due WSU by Traveler			
<i>(Attach WSU Cashier's Office Receipt.)</i>			

PART II: WSU P- Card Expenditures (only)

EXAMPLE 3

****Business Expenses include lodging, air fare, parking & business-related ground transportation.**

Example 3 (cont.)

PART IV: Reconciliation of Cash and Personal Expenses

In this example, there is a change in the per diem/ personal expense resulting in an amount due WSU

Part IV. Reconciliation of Cash and Personal Expenses			
Per Diem allowed for amount of travel (see Per Diem Rate Schedule below)			131.00
Total <u>Non</u> WSU P-Card Expenditures Part III. (E)			51.92
Per Diem / Personal Expenses Part II. (A)	Less		89.00
ATM Withdrawal Part II. (B)	Less		100.00
Amount Due Traveler			
If amount is <u>negative</u> , then Amount Due WSU by Traveler			-6.08
<i>(Attach WSU Cashier's Office Receipt.)</i>			

Process Steps (cont.)

Amount Due WSU

- Traveler signs Travel Log
- Obtains Supervisor's approving signature
- Takes Log to WSU Cashier and makes payment
- Retains the cashier receipt in the Travel Log Envelope
- Traveler verifies monthly statement against WSU Travel Log and signs statement
- Reconciler reviews statement, reviews log (ensures receipt is in Travel Log Envelope) and approves both
- Traveler files/retains paperwork for 4 yrs.

Let's Take a Trip

Conference in San Francisco

October 15th
through
October 17th

Part I: General Information/Pre-Authorization

WSU Travel Log

Part I. General Information / Pre-Authorization

Name: _____ Date _____ Time _____

Department: _____ Depart: 10-15-12 7:15 am

Mail Code: _____ Phone: _____ Return: 10-17-12 5:45 pm

Cost Code(s) _____ Destination: San Francisco

Reg. Fee: \$500.00 Purpose: Conference

Reg. Fee Paid by Purchase Req. or P-Card: P Card (List PR# or indicate "P-Card.")

(Attach copy of Registration/Conference Agenda.)

Air Fare Pre-paid \$352.00 Travel Agent Christopherson

(Supervisor Authorization to Travel) _____ (Date) _____

(Cost Code Authorization Signature) _____ (Date) _____

Estimated Expenses (OPTIONAL)

1. Registration Fee	500.00
2. Mileage	25.92
3. Air Fare	352.00
4. Per Diem	120.00
5. Lodging	375.00
6. Misc.	20.00
Total Estimated Expenses	1392.92

PART II: WSU P-Card Expenditures (only)

Part II.	WSU P-Card Expenditures (Only)				
Receipts Required for All Items		A	B	C	D= (A+B+C)
		Per Diem	ATM	Business	Total
Date	Description / Explanation	Expenses*	Withdrawal	Expenses**	Amount
10-15-12	Chilis Restaurant	18.00			18.00
10-16-12	Applebee's Restaurant	16.00			16.00
10-17-12	Marriott Hotel	10.00		375.00	385.00
10-17-12	Chevron — gas			25.00	25.00
10-17-12	Enterprise — car rental			120.00	120.00
10-17-12	Park 'n' Jet			21.00	21.00
Totals		44.00		541.00	585.00

(A)

(B)

(C)

(D)

*Per Diem includes incidental personal expenses (i.e., meals, personal phone calls, dry cleaning, etc).

**Business Expenses include lodging, air fare, parking & business-related ground transportation.

PART III: Non WSU P- Card Expenditures

[illegible]

Per Diem Schedule

Part V. Approval

I hereby certify that all items of expense included by me at the discharge of authorized university business and the amounts claimed are correct and proper charges. I also certify that I have not, nor will be reimbursed for any of these items from any other source.

Traveler _____ Date _____

Supervisor Approval _____ Date _____

P-Card Reconciler _____ Date _____

Per Diem Rate Schedule

<u>Departure Day Per Diem</u>	<u>Rate</u>	<u># of Days</u>	<u>Total</u>
Leave 12:01 am - 10:00 am	\$40.00	1	40.00
Leave 10:01 am - 4:00 pm	\$30.00		
Leave 4:01 pm - Midnight	\$21.00		
<u>Interim Full Days</u>	\$40.00	1	40.00
<u>Return Day Per Diem</u>			
Return 12:01 am - 10:00 am	\$10.00		
Return 10:01 am - 4:00 pm	\$21.00		
Return 4:01 pm - Midnight	\$40.00	1	40.00
Total Allowable Per Diem			120.00

PART IV: Reconciliation of Cash and Personal Expenses

Part IV. Reconciliation of Cash and Personal Expenses				
Per Diem allowed for amount of travel (see Per Diem Rate Schedule below)				120.00
Total <u>Non</u> WSU P-Card Expenditures Part III. (E)				35.92
Per Diem / Personal Expenses Part II. (A)		Less		44.00
ATM Withdrawal Part II. (B)		Less		
Amount Due Traveler				111.92
If amount is <u>negative</u> , then Amount Due WSU by Traveler				
<i>(Attach WSU Cashier's Office Receipt.)</i>				

Points to remember

- Cash expenditures should not be entered in Part II
- Do not record cash expenditures for per diem items
- Record airline ticket and conference registration fees in Part I
 - Generally, these expenses will be recorded and reconciled in a previous month

P Card Limits

- Purchasing card = \$1,500 per transaction
 - ▶ \$7,000 per month
- Travel P card = \$7,000 per transaction
 - ▶ \$7,000 per month
- ATM = limit established when approved by Vice President

Lost, Stolen, or Damaged Card

- Call JPMorgan Chase @ 1-800-316-6056
- Notify WSU P Card Coordinator
@ ext. 7113
- Notify your supervisor
- Notify your reconciler

Use the Reallocation Process When:

- The travel, or portion of travel, needs to be charged to another account

Travel Training

Accomplished!

You are now able to
correctly complete a
WSU Travel Log and
are ready to travel!

*Travel Envelopes are available in
the Purchasing Dept.*

Call Purchasing with
questions, or if you need
help, at ext. 7113

