

Obtaining Approvals for Travel and Entertainment Expenses for EVCAA Direct Reports

These procedures affect reimbursements made to individuals with the following titles:

Dean, Arts & Humanities
Dean, Biological Sciences
Dean, Graduate Division
Dean, International Relations & Pacific Studies
Dean, Jacobs School of Engineering
Dean, Physical Sciences
Dean, Rady School of Management
Dean, Social Sciences
Provost, Marshall College
Provost, Muir College
Provost, Revelle College
Provost, Roosevelt College
Provost, Sixth College
Provost, Warren College
Director, Academic Computing & Media Services
Associate Vice Chancellor, Public Programs, and Dean, University Extension
University Librarian
Principal, Preuss School
Director, Stuart Collection
Associate Vice Chancellor, Academic Planning and Resources
Associate Vice Chancellor, Resource Administration
Associate Vice Chancellor, Academic Affairs/Dean, Undergraduate Education
Assistant Vice Chancellor, Academic Affairs
Vice Chancellor, Equity, Diversity and Inclusion
Vice Chancellor, Research
Vice Chancellor, Student Affairs

References

UC Business and Finance Bulletin G-28, Section IV –
<http://policy.ucop.edu/doc/3420365/BFB-G-28> (effective 1/1/2014)

UC Business and Finance Bulletin BUS-79, Section IV –
<http://policy.ucop.edu/doc/3420364/BFB-BUS-79> (effective 3/30/2012)

Overview

In the processing of travel and entertainment reimbursement requests, university policy does not allow an individual to authorize payment of anyone to whom he or she reports either directly or indirectly. The approving authority should be the supervisor of the person claiming the expenditure. Thus, the Executive Vice Chancellor or his or her designee is the approval authority for those individuals that directly report to him or her. Department preparers should use the following approval procedures when processing reimbursements of travel and entertainment expense for these individuals.

Travel

Approvals for reimbursements using MyTravel

Units should set up approval hierarchies for staff who prepare travel reimbursements for an individual who reports to the EVCAA. Listed below is the preferred set-up for the approval hierarchy.

Document Type: TRP (Travel Authorization and Encumbrance)

Approval Template Code: TVC (VC Travel Approval)

<u>LEVEL</u>	<u>USERID</u>	<u>USER NAME</u>	<u>LIMIT</u>
Level 1	Department Approver		50,000.00
Alternates	VCAJEK	Judy Keane	
	VCABAR	Beverly Randez	
	VCASMR	Steve Ross	
Level 2	Department Preparer		0.00
	Alternates		

Procedures to Follow When Using the Approval Hierarchy

Departments approve travel authorization requests to establish trip numbers. Then, when a MyTravel expense report is prepared, ***the Department Approver would re-assign approval to Judy Keane rather than approving the document.*** To re-assign approval, go to the MyTravel Summary page, and click on the drop-down box titled "Assigned To." Select Judy Keane from the drop-down box, add a comment (e.g., "Routing to EVCAA for travel expense approval"), and click the Submit button. The approval will route to Judy Keane, who will review the travel summary and obtain the EVCAA's approval. There is no need to send copies of receipts for travel expenses since required receipts are uploaded in MyTravel.

Travel expense reimbursement requests are no longer processed via paper Travel Expense Form (TEF).

Entertainment

1. Approvals for reimbursements using MyEvents (MyMeetings and Hosted Events)

Units should set up approval hierarchies for staff who prepare entertainment reimbursements for an individual who reports to the EVCAA. Listed below is the preferred set-up for the approval hierarchy.

Document Type: INV (Pay Authorization)

Approval Template Code: EVC (VC Entertainment Approval)

Level	Userid	User Name	Limit
Level 1	Automatically filled		50,000.00
Level 2	VCAJEK	Judy Keane	0.00
Alternates	VCABAR	Beverly Randez	
	VCASMR	Steve Ross	
Level 3	Department Approver Alternates		0.00
Level 4	Department Preparer Alternates		0.00

When an entertainment reimbursement is processed using MyEvents and the EVC approval hierarchy, the approval will route first to Judy Keane, who will review the expenditures and obtain EVCAA approval. Because all the supporting documentation is contained within the MyEvents system, no paper documentation needs to be sent separately.

Meeting expenses are not entertainment and don't require EVC approval.

Entertainment expense reimbursement requests for direct payment to the Travel Card are no longer processed via paper form.

2. Approvals of UCSD Catering/Faculty Club or Other Recharged Expense

If an individual who is a direct report to the EVCAA hosts an entertainment event that is recharged by UCSD Catering, the Faculty Club or another campus entity, the EVCAA must approve the expense. Complete the Justification and Approval for Recharging Food/Beverage Expense(s) form, attach the UCSD Catering or Faculty Club billing statement and event guest list, obtain appropriate departmental approvals and then send the forms to Judy Keane, MC 0001. She will review the forms, obtain EVCAA approval and return the original documentation to the originating department.

EVCAA Procedures for Processing Approvals, Maintaining Documentation, and Performing Postaudits

Approving Travel and Entertainment Reimbursements – General

Suresh Subramani, the Executive Vice Chancellor, Academic Affairs, has delegated authority for approval of travel and entertainment expense for his direct reports to Steve Ross, the Associate Vice Chancellor, Resource Administration. He provides either electronic approval or signature approval for all such reimbursements. Unusual or out-of-the-ordinary expenses are reviewed with the Executive Vice Chancellor before any approvals are made. For all other expenditures, the Associate VC-Resource Administration approves the expense. On a quarterly basis, a report listing all travel and entertainment expenses for the EVCAA's direct reports is provided to the Executive Vice Chancellor for his review and approval of expense. This report is signed by the EVCAA and is kept on file.

Processing Approval Requests via MyTravel

Requests for approval should be routed electronically to Judy Keane. She will conduct an initial review of the travel summary for the business purpose of the trip, the accuracy and reasonableness of expense, and university travel policy. She will contact the department preparer for clarification when necessary. When Judy's review is complete, she will re-assign approval to Beverly Randez, who conducts a final review. In the comment section, she will enter "recommending EVCAA approval" and re-assign approval to Steve Ross, who will review and approve the trip in MyTravel after receiving the automated email. Judy will save an electronic version of the travel summary and receipts and enter the trip information in Travel and Entertainment Database (see Maintaining Records of Approvals).

Processing Approval Requests via MyEvents

Requests for approval should be routed electronically to Judy Keane. She will conduct an initial review of the event summary for the business purpose of the event, the accuracy and reasonableness of expense, and university entertainment policy. She will contact the department preparer for clarification when necessary. When Judy's review is complete, she will re-assign approval to Beverly Randez, who conducts a final review. In the comment section, she will enter "recommending EVCAA approval" and re-assign approval to Steve Ross, who will review and approve the event in MyEvents after receiving the automated email. Judy will save an electronic version of the event summary, participant list and receipts and enter the event information in Travel and Entertainment Database (see Maintaining Records of Approvals).

Processing Approval Requests for UCSD Catering/Faculty Club/Other Entertainment Expense

Judy Keane will receive paper forms and supporting documentation by campus mail (MC 0001). She will review the reimbursement request for purpose of the event, accuracy and reasonableness of the expense, and university policy. She will contact the department preparers for clarification when necessary. When Judy's review is complete, she will route the paper forms to Beverly Randez for a final review and then to Steve Ross for signature approval. Judy will scan the original documents and enter the event information in the Travel and Entertainment Database (see Maintaining Records of Approvals). She will also return the original documentation to the originating department.

Maintaining Records of Approvals

The EVCAA business office maintains a database of travel and entertainment approvals for the EVCAA direct reports. Judy Keane enters the travel or event information for all approved expenses. This information is used to generate quarterly reports for the EVCAA's signature and to assist in our postaudit process.

Postaudit Process

Each quarter, Judy Keane downloads operating ledger information from Financial Link about all travel and entertainment reimbursements made to EVCAA direct reports. She reconciles this against the trips/events recorded in our database, and for each direct report, prepares a report of the travel and entertainment expense that occurred in the quarter, annotating which expenditures the EVCAA has not reviewed/approved. A request is then sent to the unit's business officer requesting copies of the supporting documentation for the reimbursement so that the EVCAA can review. Once this documentation is reviewed by Judy Keane and approved by Steve Ross, it will be scanned and entered into the database.

Quarterly Review by EVCAA

Each quarter, a report is prepared from the Travel and Entertainment Database, listing all the trips and events approved in the past three months. This report is reviewed by Judy Keane, Beverly Randez, and Steve Ross. Steve then reviews the report with the EVC and obtains his signature on the quarterly report. This report is kept on file for audit purposes. A record of the EVC approval is also entered into the database to clearly show which events have been reviewed.

Report Timing

Quarter 1: July-September – completed by November 15

Quarter 2: October-December – completed by February 15

Quarter 3: January-March – completed by May 15

Quarter 4: April-June – completed by August 15

This timing provides an opportunity to complete the postaudit of the final month of the quarter before giving the report to the EVC for signature.