Travel & Entertainment: Best practices and updates

By: Kim Coleman
La Shon Smith
Nancy Herbst
Agenda

MyTravel
MyEvents
Updates
Selecting the Trip Type

Type of Trip

- Individual – 1 traveler
- Group – 3 or more travelers, outbound on a trip
- Move/House-hunt/Temporary Housing – For moves and house-hunting trips
- Recruitment – Candidates coming to UCSD for interviews
Describing the Purpose

Have the purpose of the trip include a description that makes it clear for the traveler type. For example, why is a non-employee attending a conference?

<table>
<thead>
<tr>
<th>Solid Purpose</th>
<th>Weak description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual/Other: Attend the ABC Conference as subcontractor under UCSD XYZ grant.</td>
<td>Attend conference</td>
</tr>
<tr>
<td>Individual/Other: Presenter at UCSD’s ABC Conference</td>
<td>Attend conference</td>
</tr>
</tbody>
</table>
Recruitment – Spouse Travel

• Spouse’s travel may be reimbursed for the final interview only
• Special approval by the vice chancellor is required for a spouse to accompany a candidate for faculty or high-level administrative positions (including Manager and Senior Professional positions) on final interviews
• This approval may be in the form of a letter or email that is to be uploaded to MyTravel
• Children accompanying a candidate may be reimbursed but will be treated as taxable (VC approval required)
Medical Certifications

- UCSD is committed to providing services to assist faculty or staff members who become unable to perform assigned duties of their position because of a disability.
- Medical certification is valid for one year.
- The medical certification should not include the medical diagnosis of the traveler.
- Should include the type of accommodation to be made.
- Travel assumes that the department and the traveler have undergone the job accommodation interactive process and the requested travel accommodations have been determined to be reasonable.
Expenses – Lost Receipts

• Describe the steps the department/traveler have done to try to get duplicate receipt(s) from vendor(s)
• What will the traveler/department do to avoid it from happening in the future
• Redact credit card statements to remove account numbers, home addresses, and personal purchases

Stay away from those “package” deals!
Private cars

• The purpose for a private car (limo) needs to address why other, more economical options, were not used
  • Car rental
  • Shuttle service
• If used for a full day(s), provide an agenda reflecting the traveler’s schedule and need for such transportation
Early Bird Check-Ins

• Needs to have a business purpose
  • Not being around a computer at the 24-hour mark does not qualify
  • Example: There are 30-minutes between flights and a need to debark a plane quickly to catch connecting flight
• Medical certifications may not qualify for early bird check-ins when the airline will accommodate pre-boarding needs
Expenses – “Most Economical”

Comparable Flights

• Needs to be obtained at the time the original option chosen
  • Example: Claim that it is cheaper to fly into LAX and use a private car to San Diego instead of flying into San Diego.
  • Example: Decision to drive to San Francisco instead of flying

Long-Term Parking

• Travelers should seek out the longer-term parking accommodations at airports or common carriers when travel is expected to exceed twenty-four hours
Expenses – Conferences

• Use MyTravel for local conferences
• Travel Card to be used for conferences
  • Prepayments available if the traveler does not hold a travel card
• An expense for lodging within the vicinity of your home or headquarters is generally not eligible for reimbursement unless an early start time is combined with a distance greater than 40 miles
• IRS Taxable Fringe Benefit Guide specifically excludes meals unless the traveler is away from his or her home overnight as supported by a lodging receipt
Expenses – Miscellaneous

Laundering
• Only available if trip exceeds six days

Currency Converters
• Attached with receipts
• Converted as of the day of purchase
Benefits to UC San Diego

Ensure that the anticipated benefits outweigh the costs. You might explore alternatives that would be equally effective in accomplishing the desired objectives. (i.e., private car service versus car rental.)

Tax issues

• The expenses are lavish or extravagant for the type of travel.
• The travel is not directly related to the employee's job or otherwise qualifies as a UC San Diego business expense.

This is why the “purpose” description is so important and why there has been some “refining” of procedures for visiting scholars and students.
MyTravel – Training Modules

New Travel online module coming soon!

Welcome to Travel at UC San Diego Online Training

Course Menu
- Introduction
- Before Travel
- After Travel
- Navigating Travel at UC San Diego
- Self-Assessment

Select a module from the Course Menu or click Next to begin.
The Event Type

Step 1: Event Type

What is the nature of this Event? Please select the business nature for the event from one of the seven types.

- HOSTING Guests, Functions
- MEETING Employees, others. On UCSD Premises
- CELEBRATING Employee Appreciation, Morale
- ATTENDING Community Events, Fundraising
- EXTENDING Hospitality
- PROVIDING Work, Program Related Meals
- SPONSORING Student Events, Occasions

Clicking on the nature of an event will automatically move you onto the next screen.

Click the “See categories” link to help you determine if the Event Type you are considering is the best choice.

Previous Save and Exit Next
# The Event Type

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **MEETING** Employees, others. On UCSD Premises | Grant project discussions  
Lab meeting  
Research collaboration within UCSD  
Mtg space like hotel conference room can be meeting |
| - Administrative, planning, workgroups  
- Planning, mentoring, workgroups (Faculty, Staff, UCSD students)  
- Formal training sessions  
- Professional association, scholarly society, external organization  
- UC-wide meetings, Academic Senate, Regents | |
|  | *Meal over the CPP requires special entertainment approval* |
| **HOSTING** Guests, Functions | Dinner to discuss donor prospects  
Dinner to discuss research and seminar  
Recruitment lunch  
Dinner with research group following a lecture  
Research collaboration with others outside of the University  
UCSD employees gathering off-site (at a restaurant or private residence) |
| - Donor, donor cultivation  
- Prospective academic or administrative appointee  
- Reception by invitation  
- Recruiting graduate student, student athlete, scholar  
- Visitor, official guest (person or organization) | |
|  | *Spouse/partner participation or over CPP requires special entertainment approval* |
| **CELEBRATING** Employee Appreciation, Morale | Welcome celebration to introduce new faculty member to support staff  
Lunch celebration of recruitment project completion  
Department holiday celebration |
| - Appreciation, recognition, length of service  
- Employee morale group event, holiday party, picnic  
- Retirement, farewell | |
## The Event Type

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATTENDING Community Events, Fundraising</strong></td>
<td>Tickets to IMAX encourage std part in science &amp; tech program</td>
</tr>
<tr>
<td></td>
<td><em>SD Business Journal Women Who Mean Business</em></td>
</tr>
<tr>
<td></td>
<td><em>Golf</em></td>
</tr>
<tr>
<td></td>
<td><strong>EXTENDING Hospitality</strong></td>
</tr>
<tr>
<td></td>
<td>Opening reception for an exhibition</td>
</tr>
<tr>
<td></td>
<td>Department open house</td>
</tr>
<tr>
<td></td>
<td>Library book club meeting</td>
</tr>
<tr>
<td></td>
<td>La Jolla Del Sol apartments extending for community building events</td>
</tr>
<tr>
<td></td>
<td><strong>PROVIDING Work, Program Related Meals</strong></td>
</tr>
<tr>
<td></td>
<td>Educational conference</td>
</tr>
<tr>
<td></td>
<td>Lunch provisions for research subjects</td>
</tr>
<tr>
<td></td>
<td>Journal Club</td>
</tr>
<tr>
<td></td>
<td><strong>NOT for a meeting that is held during the lunch hour</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SPONSORING Student Events, Occasions</strong></td>
</tr>
<tr>
<td></td>
<td>Gathering for graduate students</td>
</tr>
<tr>
<td></td>
<td>Quarterly social event/social hour</td>
</tr>
<tr>
<td></td>
<td>Graduate students taking speaker out to discuss seminar</td>
</tr>
<tr>
<td></td>
<td>Tickets for zoo, boat excursions, field trip related activities for students remain on sponsoring, not attending.</td>
</tr>
</tbody>
</table>
Watch those frequencies

UCSD does not pay or reimburse frequent or routine expenditures for meals or light refreshments for employees as they're considered taxable income by the IRS

- For meetings and entertainment events, limit:
  - Meals to once per month, per group
  - Light refreshments to twice per month, per group

While MyEvents asks the “frequency” question only for Meeting types, the limitations also apply to Hosted events.
If more than one MyEvent is being processed for a single event, be sure to cross-reference the other event number(s).

When multiple MyEvents are required, also attach a ‘general’ budget so approvers can reasonably determine the anticipated per-person meal expense.

Please be careful with those acronyms!
<table>
<thead>
<tr>
<th>Solid event description</th>
<th>Weak event description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly fund manager meeting to discuss actuals against budget and year-end forecasting.</td>
<td>Monthly fund manager meeting</td>
</tr>
<tr>
<td>Hosted dinner with guest speaker to discuss student feedback and industry trends focused on the course.</td>
<td>Hosted dinner with guest speaker</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Hosted dinner with guest speaker prior to presentation to discuss logistics.</td>
<td>Hosted dinner with guest speaker</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Hosted dinner with guest speaker to discuss participant feedback to presentation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Coleman lab meeting to discuss research findings from X and Y projects and to review Smith’s presentation.</td>
<td>Monthly Coleman lab</td>
</tr>
</tbody>
</table>
The Business Purpose

Spouses in attendance

- Donor activities
- Recruiting — *if* the spouse of the candidate is in attendance
- When the spouse works at UCSD
  - Role is considered “employee” when attendance is that of an employee

Exceeding the Per-Person Maximum Cost

- The request must document the circumstances which were unavoidable or necessary to accomplish the University business purpose
For multiple participants, you can upload a sign-in sheet, Excel file, etc.

REMINDER: Be sure to include the title and company affiliation.
Ex: Nancy Herbst, Travel Manager, UCSD

Research subjects can include first name and last initial
Ex: Nancy H, Research Subject
Checking the Status

Recent enhancements include:
- Last Updated Range
- Preparer ID

The system no longer changes the date of the event to today’s date when restarted.

If corrections need to be made, the Restart option is the only way to make the edit.

![Filter Results screenshot]

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Description</th>
<th>IFIS Doc Id</th>
<th>Actions</th>
<th>Preparer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Approval by UCSD Travel and Entertainment Team</td>
<td>05/25/2012</td>
<td>SUR0001025, Hosting, Visitor, official guest (person or organization) Faculty lunch to host visiting guest lecturer Dr. Sorteberg</td>
<td>View Attach</td>
<td>Restart Delete Lourdes Colon</td>
<td></td>
</tr>
</tbody>
</table>
### Department Approval Considerations

<table>
<thead>
<tr>
<th>Benefits to UC San Diego</th>
<th>Ensure that the anticipated benefits outweigh the costs. You might explore alternatives that would be equally effective in accomplishing the desired objectives. (i.e., choice of restaurant.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of occurrence</td>
<td>Check how often the event takes place in relation to the nature of the event. If it's on a routine basis, it generally cannot be considered entertainment and is not eligible for reimbursement. This is regardless of whether the event is held on campus (meeting) or at a restaurant (hosting).</td>
</tr>
</tbody>
</table>
| Appropriate amounts      | Expenses should not exceed the per-person maximum for the meal type. The maximum includes tax and tip but not facility or room rental fees, which can be claimed as an additional expense. If expenses exceed the per-person maximum: It is considered special entertainment.  
  - When the PPC exceeds the maximum, provide a written justification as to why higher costs were unavoidable and necessary to achieve the UC San Diego business purpose of the entertainment.  
  - While the per-person maximum may be exceeded on occasion, it might trigger a taxable event for both the host and the guests depending on the circumstances and frequency. See tax issues listed below. |
Tax issues

- The IRS considers entertainment expenses as reportable income to the host under the following circumstances: Expenses are not substantiated with receipts (if for $75 or greater, or special entertainment in any amount).
- The expenses are lavish or extravagant for the type of function.
- The entertainment or travel is not directly related to the employee's job or otherwise qualifies as a UC San Diego business expense.
- The official host (or other designated employee) is not present when the activity takes place.

This is why the “purpose” is so important and why there has been some “refining” of procedures for visiting scholars, students, individual types, etc.
Travel Team Review & Request for Information

The required response is outlined below (please do not send an e-mail reply to this system-generated message).

Hello SALOME COLEMAN,

You are receiving this email from MyApprovals because SALOME COLEMAN asked you to see the comments below and respond in order to complete the post-transaction review.

This is the link to the image of the document:

https://act-qa.ucsd.edu/myapprovals/review?DID=4-1901378235574050&testreviewer=salicole@ucsd.edu

*** Comments from SALOME COLEMAN to SALOME COLEMAN: ***

Please reply with titles for guest list along with specific topic/agenda for 9/2 meeting. Thanks!

You must click on the link to reply with requested info. Myapprovals-admin is not a valid email.
Travel Team Review & Request for Information

MyApprovals Document Review

SALOME COLEMAN has asked that you review this document.
Scroll down to view the document detail.
Please answer the following questions.
Press the 'Submit' button when you are finished.

Comments from SALOME COLEMAN
Please reply with titles for guest list along with specific topic/agenda for 9/2 meeting. Thanks!

Questions to Answer
Please answer the following questions:
Incomplete event description
- Budget meeting to discuss and prepare for FY13-14
- LaShon Smith, Ent Spec -Travel
- Sali Coleman, Ent Spec -Travel

Additional Comments
Enter additional comments:
Thank you!

Click here to view the MyEvents audit history

Submit
Special Considerations

Hosting at a private residence

• Contact Diana Olson, General Liability Manager
• Consider the amount of personal risk the host will need to accept
• Invitation needs to reflect that UCSD is hosting the event
**Special Considerations**

**Attending community events and fundraisers**

- Receipt must breakout the “meal” from the “donation”
- If the individual pays directly, then s/he can only be reimbursed the amount of the “meal”
- If paying by Travel Card, the payment must be sent with the transmittal memo and the receipt should reflect UCSD as the payee
  - Reimbursements to the Travel Card through MyTravel must include the transmittal letter and receipt (if available)
- If paying by check, the transmittal letter must be uploaded in MyEvents
Receipts

• Expenses of $75 or more must be supported by ‘original’ itemized receipt

• If the expense being claimed exceeds $75 but is comprised of two receipts, each less than $75, the receipts are required

• Lost receipts need to include a description of what steps the host/department did to obtain a duplicate receipt and what is being done to avoid future lost receipts

• If a credit card statement is being submitted when the receipt is lost, redact the credit card number, home address, and personal purchases
Updates
Updates — MyEvents and the Travel Card

In operation since November. No more paper claims!
Don’t forget that catering vendors must have a contract signed by Procurement and Contracts prior to the event and prior to submitting them through MyEvents for payment/deposit.
MyTravel will automatically apply the new rates based on trip start date. Accordingly, mileage reimbursements that cover multiple years should be broken out into separate MyTravel claims.

The Mileage Reimbursement Rates page and Sample Mileage Log in Blink has been updated to reflect the decreases with separate worksheets for each year.
Preparers can now add data and attachments to a trip in MyTravel prior to final reconciliation. For example, information on the cost of a conference registration can be entered and the receipt uploaded at the time the expense is incurred instead of waiting until the trip has been completed.
Updates – We’re paperless!

MyEvents
Payments to the Travel Card

MyTravel
Trips over one year – 100% audit and routed for Director’s approval

Travelers without direct deposit are encouraged to set up direct deposit
Staying current on travel and entertainment policies and procedures...
What comments may we address?
Approval Hierarchies

Standard and Special Entertainment

- Level 1: UCSD Travel
- Level 2: Department contact with delegated authority to approve entertainment
- Level 3: Fund Manager
- Level 4: Preparer (template owner)

VC/ designee with delegated authority to approve special entertainment

MyEvents will add this step, if required. It doesn't need to be included in the preparer's INV/ENT approval template.

Meetings and Programmatic Events

- Level 1: UCSD Travel
- Level 2: Department contact with delegated authority to approve entertainment
- Level 3: Fund Manager
- Level 4: Preparer (template owner)

Host

MyEvents will send an e-mail to obtain host approval, if required.
Travel for Visiting Scholars/Students

• Working with some faculty and the Office of Research Affairs to refine process
• “Tentative” plan includes an invitation letter to the visitor that sets forth the purpose for the visit, duration, expectations, and requirements
  • If it is not considered a business reimbursable, it is considered an “allowance” and may be subject to tax reporting/withholdings
• For foreign visitors, Visa type may be very important to permit certain payment types
UC San Diego Student Travel

- UCSD Business-Related Travel
  - Nontax reportable
  - Processed through MyTravel

- Scholarship/Fellowship
  - Nonqualified expense (tax reportable)
  - Processed through Payment Authorization

- Personal Travel
  - Paid by the student
Student Travel

UCSD Business-Related Travel
- Not tax reportable
- Processed through MyTravel

- Student travels to Hawaii to represent UC San Diego in a scholastic or athletic competition.
- Student travels to Chicago to present at a conference, where the student's name and UC San Diego is published (poster, website, brochure) as a presenter/contributor at the conference.
- Student travels to Istanbul to perform research, which happens to be the topic of her dissertation. This would qualify if UC San Diego would otherwise perform research on this topic, regardless of the student's research — as such, UC San Diego is considered the primary beneficiary.
- Student is in the Doctorate program for Anthropology, which requires “site work” in order to graduate.
Student Travel

Scholarship/Fellowship

- Nonqualified expense (tax reportable)
- Processed through Payment Authorization

- Student travels to Italy for research that is not research UCSD would otherwise conduct – the student’s research is the primary purpose of the travel and the student is the primary beneficiary.
- Student is in the Doctorate program for Communication, which has no requirement for “site work” in order to graduate but wants to do research that requires him to travel to Italy.
- Student travels to Washington for sign language training, which will assist in communication needed for degree. This is supplemental work that the student may need to succeed, but it is not a required part of the degree.