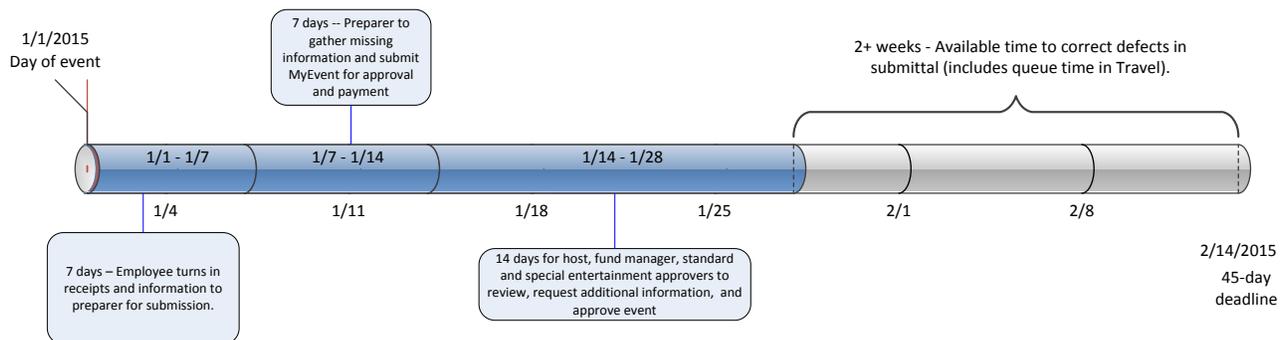


Change to the Timeframe for Travel and Entertainment Submissions

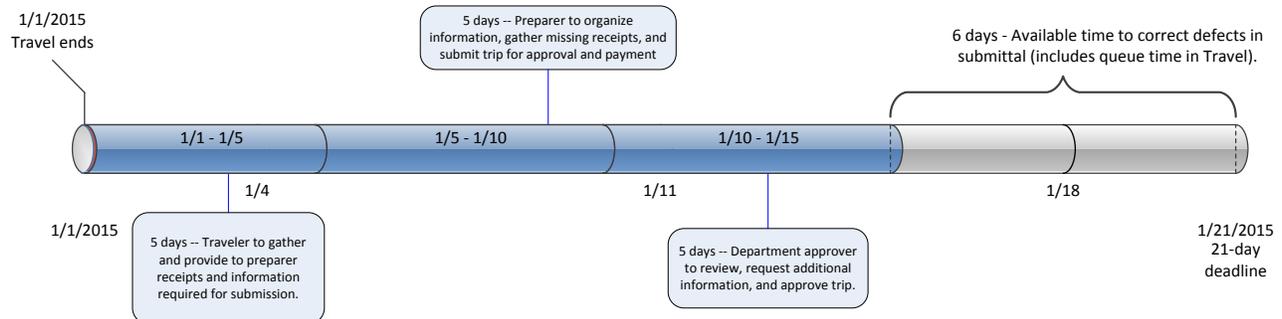
Effective February 2015, new timelines for submitting reimbursements for travel and meetings/entertainment went into effect. This change is to ensure the University's accountable plan is in compliance with IRS regulations and results in a common standard across UC locations for timely expense reporting. The deadline to submit reimbursements for travel and meetings and entertainment expenses remains at 21 days. However, for trips or events submitted after 45 days, the reimbursement may now be treated as taxable and reported on the employee's W-2.

The final reporting of expenses is defined as the submittal to Travel of an accurate and complete travel or entertainment expense claim. The 45-day deadline starts from the day of the meeting or entertainment (MyEvents) or the last day of travel (MyTravel) and includes all days to prepare the claim, obtain certifications and approvals, and provide any required information or documentation. The following are examples of how this timeline may look for MyTravel and MyEvents.

MyEvents (for meetings and entertainment)



MyTravel



If a MyEvents is submitted to Travel after 45 days or MyTravel claim is submitted to Travel after the 21-day deadline, or if they are submitted within the timeline but is incomplete resulting in the completed claim being submitted to Travel after the deadline, a clear justification must be provided as to why the claim is being submitted late and what the department is doing to ensure future timely submissions. In addition, the following may occur:

1. A one-time exception to policy is granted and the claim is paid.
2. The claim is treated as a late submittal but paid. The total amount of the trip/event will be treated as tax reportable and will be included on the employee's W2. (This includes the amount of any prepayments made on behalf of the traveler, such as airfare, lodging, registration, and cash advances.)
3. The claim is not paid.

In an effort to improve processing times for MyEvents, the following enhances are planned:

1. Hosts will receive a reminder email to approve the event every eight days until the event is approved. (Currently, only one email is sent to the host with no reminders.)
2. Electronic approvals will be requested simultaneously instead of sequentially (moving from host, to fund manager, to entertainment approver, etc.).

In an effort to improve processing times for MyTravel, a new reminder email will be available to be sent to the preparer and/or traveler a week after a trip's end date.

Here are some things that you may do to ensure timely submission:

Travelers:

1. Understand and comply with UC San Diego travel policy. (Review [UC San Diego Business Travel Policy Highlights](#).)
2. Work closely with your preparer. Provide them with receipts, copies of conference agendas, and details about the trip to ensure the claim can be complete.
3. Use the MyTravel mobile version (<https://act.ucsd.edu/travel/m>) to upload photos of receipts (UCSD employees only) and enter expenses as they are incurred.
4. Immediately review and certify your trip once you receive the email notification (UC San Diego employees only). If you identify any errors in the claim, have your preparer correct them immediately.

Hosts:

1. Understand and comply with UC San Diego meetings and entertainment policy.
2. Provide your preparer with receipts, agendas or topics of discussion, the names and company affiliations of the attendees, and details about the event to ensure the claim is complete.
3. Immediately review and approve the event once you receive the email notification. If you identify any errors in the claim, have your preparer correct them immediately.

Preparers:

1. Provide a complete business purpose; do not use acronyms.
2. For trips, enter expenses and attach receipts/documents as they become available. There is no need to wait until after the trip has been completed to start the reconciliation process.
3. Use BFSupport to request clarifications or explanations of policies or procedures.
4. If the trip requires an exception to policy, use [BFSupport](#) to request the exception. If the need for the exception is identified after the fact, use the feature in MyTravel (at the Review and Submit stage) to request the exception when reconciling the trip.
5. Stay abreast of travel and entertainment policy and procedures; [join](#) the Travel electronic mailing list to obtain the newest information.
6. Enroll in a MyEvents or MyTravel in person or online course through UC Learning.
7. Work with your Department Security Administrator (DSA) to ensure your templates have alternate approvers for each level.

Approvers:

1. Monitor your MyApprovals queue daily. If you are an alternate approver, is there an event or trip that you should approve in the primary approver's absence?
2. Review and approve the event or travel as soon as possible. If you identify any errors in the claim, have the preparer correct them immediately.
3. Enroll in a MyEvents or MyTravel course through UC Learning or request the travel team to present to your department (minimum of ten participants).

We appreciate that for many of you this change in submittal timelines will not substantially affect you. But we are also sensitive that for some travelers, hosts, and departments, the change may require additional focus in our already very busy days. If you have any questions on the approval process or the new timelines for submittal, please feel free to contact our department. If you have any specific events or trips for which you have concerns, please do not hesitate to contact us. We are here to assist you throughout the process. If you have any suggestions on ways we can improve MyTravel or MyEvents, please also let us know.