

TRAVEL FORUM

MARCH 7, 2024

DEPARTMENT HEAD OVERRIDES

- ServiceNow Travel is built to recognize a traveler's job title and automatically sets the Level 300 to that traveler's "Department Head" equivalent.
- Department Head overrides (DHO's) are traveler specific and were designed to manage work loads within departments that travel frequently.
- Financial Officers from each college are the only ones who can add/remove DHO's.
- DHO's will follow traveler's even if they switch jobs/roles within USU and will need to be removed before the level 300 routes to the new department head.



TRAVEL DAY VS. FULL DAY PER DIEM

Travel days are the FIRST and LAST days of travel ONLY. They are paid at 75% of a full day rate.

Even if a traveler is moving from one location to another in the middle of their trip, they are still eligible for a full day per diem rate.

Meal percentage breakdowns – 25% Breakfast, 30% Lunch, & 45% Dinner.

Provided meals should be removed from the meal count in the per diem boxes.

Examples of provided meals are meals provided by a conference or when a traveler participates in a group meal (M&E).

CARBON OFFSET FUND

Donation – optional.

Defaults to “No”.

Can be changed to “Yes” on the TR at the initiator and Travel Specialist level.

Anyone can donate @ anytime through payroll to this fund.

CARBON OFFSET FUND

REGISTRATION

* Registration Payment Method 1

University Paid



* Registration Amount 1

\$

500.00

* Conference/Workshop
Description

2023 Conference

2033 characters remaining of 2048 characters

CARBON OFFSET FUND

[Donate \\$10 to the Carbon Offset fund?](#)

No



OUTSTANDING CASH ADVANCES

Outstanding Cash Advances

\$

0.00

TOTAL AMOUNT

AIRFARE CREDITS

- Credits with airlines that originated from **personal** or **business** travel can now be reimbursed.
- We still need to document where the credit originated from so, please include the original flight receipt that resulted in the credit.
- Airfare that was purchased using points or a rewards program still **cannot** be reimbursed.



COMPANION TRAVEL

- **515.3 FAMILY/COMPANION TRAVEL**
- For those occasions when it is determined that family/companion travel is essential or beneficial to the University for the accomplishment of a bona fide business purpose, University funds may be used for the family/companion travel expenses with approval by the appropriate Dean of Vice President.
- **3.1 Essential Family/Companion Travel**
- If the family/companion travel is determined to be essential to the University for the accomplishment of a bona fide business purpose (not just beneficial), the allowed travel expenses will be **non-taxable to the employee**.
- **3.2 Beneficial Family/Companion Travel**
- If the family/companion travel is determined to be beneficial to the University for the accomplishment of a bona fide business purpose (not essential), **the allowed travel expenses will be taxable to the employee and withholding taxes will be deducted from the next available payroll.**



WHEN IS IT COMPANION
TRAVEL?

Companion Travel should only be selected if the University is paying for some or all the expenses of a companion.

Please do not select Companion Travel if USU is not incurring additional expenses for that person.*

*If you are using companion travel forms to document who is on the trip, please leave comments on the TR that there are no expenses incurred that would need to be taxed.



DOCUMENTING COMPANION TRAVEL

Companion Travel is still initially documented one of two ways -

- Selecting and filling out the companion travel section of the TR

- Attaching a signed copy of the Companion Travel Form to the TR.

COMPANION TRAVEL (NEW)

Name of companion(s) should now be listed in the comments with the total dollar amount of expenses incurred by the University that need to be taxed.



MAILING ADDRESSES

Please keep checking the Mailing Address (MA) in Banner for travelers who are receiving checks before submitting TR's and check with the traveler that the MA current and entered correctly.

IMPORTANT: A check will be mailed to this traveler. Please verify the traveler's address below by clicking **Show** before submitting this request. If the address is incorrect, please update the address in Banner.

Traveler's Mailing Address

Show



EZ-BUY PAYMENTS – WHEN IS A TA NECESSARY?

If we are paying travel expenses to a company, payment can be processed through EZ-Buy on a Non-catalog form prior to trip w/o an invoice and on an After the Fact form with an invoice after the trip.

If we are paying travel expenses to a non-USU employee and they have invoiced us for their expenses payment can be processed through EZ-Buy on a Non-catalog form



- Please keep in mind that reimbursements processed through ServiceNow on a TA/TR are not considered taxable income to our travelers. When reimbursements are processed through EZ-Buy they are considered taxable income, and the traveler will receive a 1099 from us. They will be responsible for writing off any non-taxable expenses.
- If we are paying a speaking fee to a presenter as well as travel expenses, it may be best to separate the two.



PAYMENT WORKS

Travelers, who are not a USU employee or student, do not need to sign up through Payment works to have a TA/TR processed if we are only reimbursing travel expenses.

However, if they do, please note the following:



Payment Works pulls in the traveler's address to Banner as a CP type and not a mailing address type MA. You will still need to add an MA in Banner to process the TA/TR.

If the traveler signs up for Direct Deposit through Payment Works, please reach out to the Travel Office so we can check the DD information. We have found a quirk in the system that needs to be removed before a DD will be sent.

REMINDERS

The 12 Hour rule applies only to eligibility for meal reimbursement. Travel that involves expenses, other than a University owned vehicle, still needs a TA processed and the TA referenced when reconciling p-card charges.

Same day meals are reported to payroll as taxable income to the traveler.

Please do not enter banking information in the comments. It is not a secure platform for personal information.

TR's submitted after 60 days from the return date need an explanation attached for the delay in processing the reimbursement.

Departments are free to narrow travel policy but please share with your travelers that your department has stricter procedures than the University at large.