





Travel Forum
September 6, 2023



What is an encumbrance?



A commitment to spend money for a particular purpose at some point in the future.



How do travel encumbrances work with ServiceNow and Banner?

When a TA is APPROVED – an encumbrance is sent from ServiceNow (SN) to Banner against the index(es) listed on the TA.

When a TA is ARCHIVED in SN – the encumbrance is released or closed in Banner

Unarchiving the TA in SN will **not** recreate an encumbrance in Banner

When a TR is APPROVED in SN it will reduce the amount of the encumbrance by the amount of the TR – possibly bringing it to \$0.00



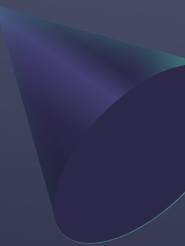
Encumbrance Roll – End of Fiscal Year (June 30)

- Our end of fiscal year (FY) encumbrance roll involves moving the encumbrance from the old FY to the new FY in Banner – BUT the encumbrance will still appear in the old FY in Banner
- If the encumbrance is now \$0.00 from a TR reducing it, it will not roll to the new FY – BUT the \$0.00 encumbrance will still appear in the old FY in Banner
- If an encumbrance has been closed because the TA was archived, there is no encumbrance to roll and everyone is happy. 😊





Travel Specialists can now unarchive TA's



Unarchiving TA's



Go to the
Service Portal
home page

usu.service-now.com/aggies



- 
- > Business Services
 - > Travel Forms

- > Unarchive Travel Authorization
- Enter TA#

- Scroll down and > “Confirm”
- > Select “Yes”
- > Submit

From the Travel Dashboard:

(usu.service-now.com/aggies)





> Search

> Find Travel
Authorizations

Enter TA#

> Submit

Open the TA

> “Unarchive
TA” button in
upper right
corner

EZ-Buy – Changes

Travel Expenses incurred by the University fall into two main categories:

University Paid

Personally Paid

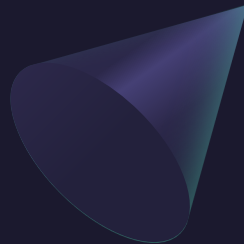
Travel



Expense



TA



The vast majority of personally paid travel expenses should be reimbursed through ServiceNow

- If a USU employee is in travel status and needs a travel reimbursement they must have their own TA/TR, even if they were originally listed on a group TA.
- This is a change from past procedure where a reimbursement could be processed for them in EZ-Buy
- Please reference the group TA# on the new TA and still mark it as “group”.

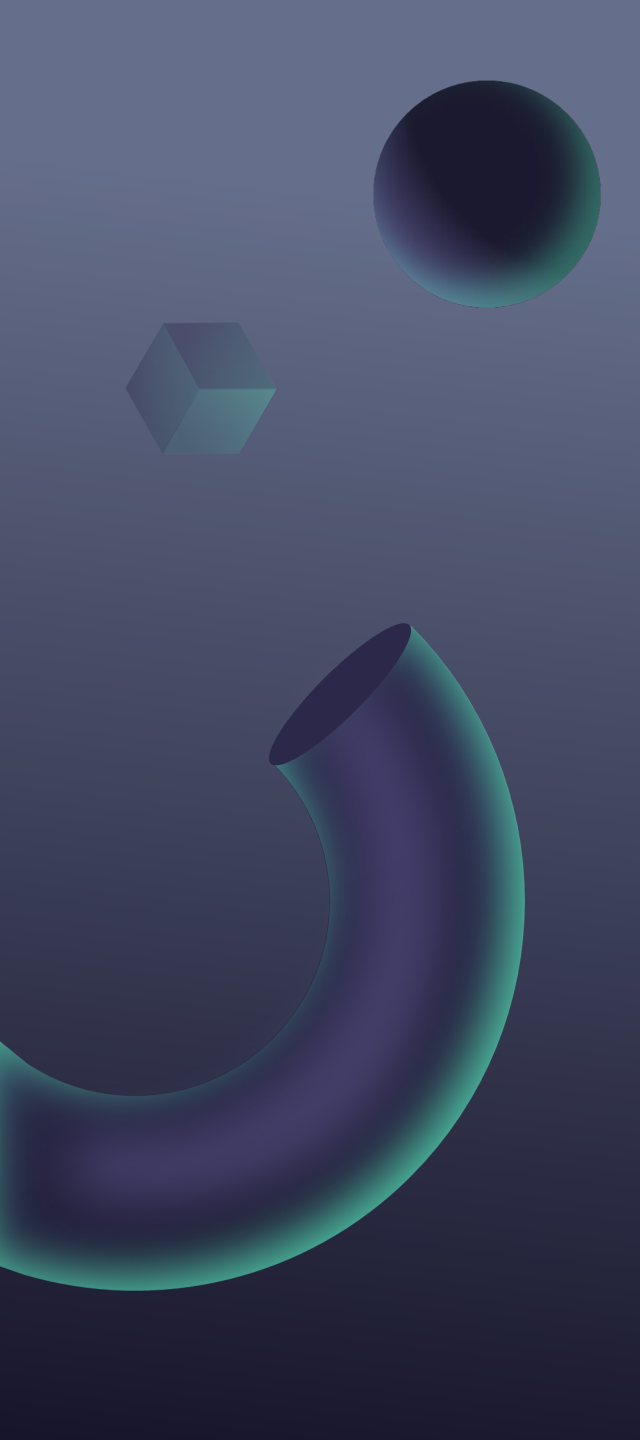


Exceptions:

Wire transfer to foreign travelers without a US bank account

Travel reimbursements/payments to companies

Travel reimbursements to USU employees not in travel status


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All Travel Expenses associated with a TA that are processed in EZ-Buy should be processed on a Direct Pay Form – marked as Travel Related and the TA# referenced. All others will be rejected.

EZ-Buy Payments – When is a TA not 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

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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.

Sample invoice from non-USU employee or company



1716 PO Box
Lander, WY 82520
(307)438-9280
accounting@
KingmanConsulting.com

Invoice 23.051

BILL TO

Utah State University
Controller's Office
2400 Old Main Hall
Logan, UT 84322-2400

DATE
08/10/2023

PLEASE PAY
\$4,311.90

DUE DATE
09/09/2023

P.O. NUMBER

[REDACTED]

DATE	DESCRIPTION	QTY	RATE	AMOUNT
07/26/2023	2023 Utah Law Presenter Fee	1	3,500.00	3,500.00
07/26/2023	M&IE full day - lunch provided	1	48.00	48.00
	M&IE first and last day travel	2	48.00	96.00
	RT mileage LAS-Kingman	220	0.655	144.10
	LAS Airport	1	44.00	44.00
	Airfare - Delta Airlines, receipt attached	1	357.80	357.80
	Taxis/Shuttles - Express Shuttle, receipt attached	1	122.00	122.00

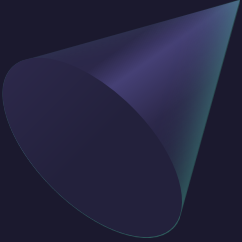
SUBTOTAL 4,311.90

TAX 0.00




Due to an internal audit


We have a new time line for processing TR's within the IRS's safe harbor window.



Travel reimbursements should be processed within 60 days from the traveler's return date. TR's processed more than 60 days from the return date should include documentation as to why there was a delay in processing the reimbursement.



If one is not included on the TR, the travel office will request an explanation from the Travel Specialist before the TR can be approved. This is a change from the previous 180 day threshold.



Mileage reimbursements on Open TA's should have a TR processed every month in order to avoid hitting the 60 day mark.

Policy 514: Vehicle Use Policy

• 514.4 FULL SIZE VANS

- **4.1 Use of 12 or 15 passenger vans is prohibited with the following two exceptions:** (These exceptions apply when traveling from an origin point remote to the USU Campus location.)
 - (1) **in rare circumstances where no other suitable transportation is available, a Dean, Vice President, or the Athletic Director may approve the use a full-size passenger van. However, in such circumstances, drivers must meet the certification requirements as outlined in section 5.3(2) and vehicle capacity is limited to nine (9) occupants.**
 - (2) **in the event that transportation is provided by a hosting organization using 12 or 15 passenger vans (e.g. airport-hotel shuttle, conference events, etc.), University employees may accept the transportation or arrange alternate transportation at their own discretion.**
- **4.2 As an alternative to 12 and 15 passenger vans, 15 passenger buses will be available from the Motor Pool. These vehicles will have dual rear wheels and meet Federal school bus standards. Additional conditions and training requirements apply as outlined in section 5.3.**
- **4.3 Full-size vans used for cargo purposes only may continue to be purchased and used by departments where the wheelbase does not exceed 139" (no extended body vans) and seating capacity is limited to two passengers. Continued use of existing cargo vans with a wheelbase greater than 139" will be limited to a 10 mile radius of the USU Campus location and will be phased out as vehicles are replaced. Drivers must meet the certification requirements as outlined in section 5.3(2).**



International SOS rates increased on August 28th, 2023.

The new rates are as follows:

Student Travel Days: \$4 / Per Day

Faculty / Staff Travel Days:

\$100 / 1-15 Days (flat rate)

\$200 / 16-45 Days (flat rate)


\$375 / 46-89 Days (flat rate)

\$475 / 90-180 Days (flat rate)


\$600 / 181-364 Days (flat rate)

When International Travel is canceled:

To cancel a registered trip with ISOS, the traveler should log-in to their ISOS account and put the registered trip in the “trash can”. If they have questions about how to do this, please contact Risk Management.



SOS insurance can be refunded by sending an email to me with the name and A# of the traveler as well as the TA# and the reason for the request.



What is included on an itemized receipt?

**Name of
the
company**

**Date of the
purchase**

**Description
of the
purchase**

**Price and
quantity
per item
purchased**

**Total
amount
charged**



**Proof of
payment**

If an itemized receipt is not available -

The Substitute Receipt Form is built into the TR and can be used instead of the old paper form. No signatures are required when using this option since approval of the TR is considered their signature. The undocumented expense should be included in the “Travel Options” category of the TR as well as in the substitute receipt box.



A few reminders:

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- Only process one TA per trip. Travel begins when a traveler leaves home/work for travel that will include University related travel and ends when they return. Even if they are combining trips with different purposes. If they did not return home, it is considered ONE trip.
 - USU Travel policy 515 allows for reimbursement of travel expenses (other than meals) under \$15.00 without an itemized receipt. No need to stress about that lost \$12.00 parking receipt.
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Reminders Cont...

- When rounding up/down please use the standard rounding rules of 4 and below round down, 5 and above round up. Mileage should be rounded on the entirety of the mileage requested and not per trip.
 - For ex: Abby traveled 11 times in the month of August. Each trip was 63.5 miles for a total of 698.5 miles which would be entered as 699 miles. Not 11 trips at 64 miles for a total of 704 miles.
- Attachments on TA/TR's should be PDF's whenever possible. Word documents or emails do not open as well and cannot be flipped or rotated if they are scanned upside down.



And still more reminders ...

- Double check lodging receipts for meals that may have been included. Meal expenses should be removed from the lodging category and included in meals if we are reimbursing actuals and removed entirely if we are reimbursing per diem. An itemized receipt is still required for meals charged to hotel rooms.
- If we are mailing a check to a non-USU employee, double check that the Mailing Address (Type MA) in Banner is correct. A notice will pop up on the TR and Travel Specialists should be checking that it is up to date and accurate.
- We cannot mail checks to foreign countries.
- Travel days are the first and last day of each trip. They are not days in between when the traveler may be traveling to a different location.

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Travel training is available for anyone. Please go to the travel website for dates and to sign up for the monthly trainings but don't hesitate to ask if a one-on-one training is needed at a different time.

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Please join our
slack channel:

#travel-open-
forum

It's a great place
to interact with
other business
service travel
people and ask
questions.

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Thank you for everything
you do!