2012

Travel and Expense FAQ

University of Kansas

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Travel Authorizations

How is travel processed if the authorization was created using the old travel authorization process?

Travel that begins in the old system will be finished in the old system using the current process.

What are the approval levels for a travel authorization?

The travel authorization has one approval level which is the department approver.

Is a travel authorization created if I am using the P-card?

Yes, if the travel is out-of-state or international. However, the P-card expenses are not entered as expenses on the travel authorization. Only expenses to be reimbursed are entered.

If I use the P-card and do not know what expenses are going to be reimbursed, do I still create a travel authorization?

Yes. Use anticipated reimbursed expenses. If an anticipated expense is not incurred, it can be removed from the expense report. Do not include expense paid using the P-card.

What if an employee submits additional expenses after the expense report has been processed?

If an employee submits additional expenses after the travel reimbursement has occurred, contact central accounting services for direction.

What if the traveler did not complete a travel authorization?

Instruct the traveler on proper procedures, and contact central accounting services for direction.

Are travel authorizations estimates?

Yes. Travel authorizations are estimates of reimbursable travel expenses. The actual amount reimbursed to the employee may be different.

Can I use one travel authorization to create multiple expense reports?

No. There is a direct one-to-one relationship between travel authorizations and expense reports. Only one travel authorization per expense report is allowed. It is important travelers submit all of their expenses for reimbursement for each trip at the same time.

What if the traveler either stays longer or returns earlier than what was listed on the travel authorization?

On the expense report, change the travel dates to the actual departure and return date. No further action is required for the travel authorization.

What if there are no expenses to be reimbursed? Do I still create a travel authorization?

Yes. All University travel, regardless of funding source, is required to have a travel authorization for out-of-state and international travel. On the travel authorization, choose the expense type “RS-No Reimbursement” for KURES travel or “ST-No Reimbursement” for UKANS travel.

What if the no travel authorization was completed for out-of-state or international travel? How does the traveler get reimbursed?

If this happens, contact Central Accounting Services for guidance. All University travel, regardless of funding source, is required to have a travel authorization for out-of-state and international travel. The department needs to inform the traveler of the proper travel procedures.

If I create a travel authorization in the KURES business unit, can I switch to UKANS when I create the expense report?

This is not a recommended business practice. Travelers need to be aware of their funding source before the travel authorization occurs. If this happens, please contact Central Accounting Services for guidance.

Will I need to enter the name of the hotel or airline on the travel authorization?

Yes. There is a field for indicating the hotel and airline.

Expense Reports

What are the approval levels for a expense reports?

The expense report has two approval levels which are the department approver and central accounting services.

How do I reduce the meal allowance if meals are provided?

Identify the meals provided in the comments, and enter the applicable meals to be reimbursed on the expense report.

If I don't submit the travel, but choose "save for later" instead, will the item I am working on be assigned an ID?

Yes. Travel authorizations, cash advances, and expense reports will have an ID assigned if the "save for later" feature is used.

Is there anything I need to print?

The only thing that needs to be printed is the barcode used for scanning. There is nothing else to print. There are no travel expense detail forms or transaction logs.

Will I need to enter the name of the hotel or airline on the expense report?

Yes. There is a field for indicated the hotel and airline.

What if I have multiple funding for travel?

Multiple funding can be used. However, it is possible that depending on the departments being entered, that authorization or expense report will need to be approved by both departments. Please refer to the Expense Report training material.

What if my expense report has items that were not on the travel authorization?

That is fine. The expense report needs to reflect the actual expense and amounts being reimbursed even if different than what is listed on the travel authorization.

What if a traveler finds a receipt after the reimbursement was submitted and wants to claim the reimbursement?

If a traveler finds a receipt after the reimbursement was submitted and wants to claim the reimbursement, contact Central Accounting Services for guidance. Travelers need to submit all of their expenses for reimbursement at the same time.

What if a traveler incurs personal time? How is this reflected in the expense report?

The departure and return dates are still entered. No reimbursement shall be listed for personal days.

What if I create my expense report using one fund, but need to change it when I create my expense report?

This is allowed.

What if actual conference lodging exceeds the allowed rates? Is there a form to be completed and approved?

No. The system will flag expenses exceeding allowed rates. The approval is electronic. When the department reviews the expense, the approver may "send back" the expense report to the entry person requesting the amount be reduced. If the approver wants to allow the exception to the limit, the report is simply "approved."

Scanning, MFDs, and WebNow

Will scanning work with PaperCut installed on my MFD?

Yes.

What is ImageNow and WebNow?

ImageNow is an electronic document storage system. Travel and expense is using an online version called "WebNow" to view the travel receipts.

Must I use the MFD to scan? I already have a stand-alone scanner.

MFDs must be used to scan. They are linked to the network and will read the barcode so the travel receipts are automatically linked to the travel expense reimbursement.

My MFD is malfunctioning. I don't think I will be able to scan the receipts. What do I do?

Contact your department's technical liaison for assistance.

What is my WebNow login?

The WebNow login is the same as the KU online ID and password.

Other

What is the process for non-employee student travel?

These persons will need to be added as vendors with classification of “Stu Travel.” Based on this classification a non-employee ID will be assigned.

Do I need to use a meal calculator to determine meal reimbursement amounts?

No. The system calculates the reimbursement amounts based on meals claimed.

How do I know which meals to claim?

Enter the departure time and return time in the comments. Meal allowance is based on the following:

Meal Allowance

Day of Departure

12:01 a.m. – 6:00 a.m.	Breakfast, Lunch, & Dinner
6:01 a.m. – 12:00 noon	Lunch & Dinner
12:01 p.m. – 6:00 p.m.	Dinner
6:01 p.m. – 12:00 a.m.	No meal reimbursement

Day of Return

12:01 a.m. – 6:00 a.m.	No meal reimbursement
6:01 a.m. – 12:00 noon	Breakfast
12:01 p.m. – 6:00 p.m.	Breakfast & Lunch
6:01 p.m. – 12:00 a.m.	Breakfast, Lunch, & Dinner

How do I pay actual meal amount and not meal allowance?

Meal amounts cannot exceed the meal allowance rate. If the actual meal amount is less than the meal allowance, the meal allowance can be reduced on the expense report.

How do I process student travelers who are not employees?

Student travelers require special handling to be reimbursed through the T&E module. First, verify that an active vendor id exists (create it if necessary). If one does not exist, add this person as a vendor. If the student is an employee in any capacity on Campus, be sure to submit the emplid for proxy access to their travel. Central staff will verify the student's employment is active. Many GTAs and GRAs are not active during the summer.

If the student is not a KU employee, email fsku@ku.edu us a list requesting an emplid for student travelers, and include the vendor id. A dummy emplid for student travel will be crated. The department will be notified of this emplid for student travel. Proxy access will be granted to the dummy emplid.