

	Objectives	When to Use	Types of Expenses	Tips
Travel Claim	<pre> graph LR A[Reconcile Your Travel Request ✓] --> B[Reconcile Your Travel Request Paid by P-card ✓] B --> C[P-Card Expense Paid for/or by Others ✗] </pre>	<ul style="list-style-type: none"> • Reconciling your Travel Request (TR): Link <u>all</u> amended request number's (4 digit, combo of letters and number's) to the travel expense claim • Reconciling your own Travel Expenses to your own P-card: Add in all transactions incurred for your own travel paid by your own P-card into your travel claim. • Naming Conventions: <u>Month</u> and <u>Year</u> for the travel date and the trip <u>Destination</u> (City, State) • DOMESTIC EX.: SEP 2023 Pomona, CA • INTERNATIONAL EX.: SEP 2023 ITALY 	<ul style="list-style-type: none"> • Types of Expenses (P-card OK): <ul style="list-style-type: none"> • Workshops/Registration Fees • Airfare • Lodging • Ground Transportation: Taxi/Uber/Lyft, etc. • Per Diem (Personal Cash or Card): Not an allowable charge on P-card. • Incidentals: Will populate at the daily rate if on Travel • Business Meals, Hosted Meals (D-11's Required) Will be required if taking guests out for a business meal, purchasing gifts and promotions. 	<ul style="list-style-type: none"> • Link from the travel request: Create a New Expense Claim Report, make sure all amended requests are linked by going to REPORT DETAILS--> LINKED ADD-ONS--> Manage Requests • Make sure Item types are all fixed before allocating budgets: If you allocate the budget before setting item types, it will not save. • Itemizations Must equal 0: Lodging • Clear all Red Flags: These are required fields. • Check Allocations: Report Headers --> Allocation Summary
P-Card Travel for Others	<pre> graph LR A[Reconcile Travel Paid for Others via P-card ✓] --> B[All OTHER Expenses should be Reconciled via P-card ✗] </pre>	<ul style="list-style-type: none"> • Reconciling Travel Expenses paid for Others via P-card: Add in all transactions incurred for other travelers • Reconcile as a State Travel When creating an expense report, select State Travel and use the billing cycle period as the begin and end date of trip. • Naming Conventions: <u>Month</u> and <u>Year</u> for the P-Card billing cycle dates • Example: P-Card Travel Sep 2021 	<ul style="list-style-type: none"> • Types of Expenses: <ul style="list-style-type: none"> • Non-Employee Travel • Airfare • Lodging • Ground Transportation: Taxi/Uber/Lyft, etc. • Business Meals, Hosted Meals (D-11's Required) Will be required if taking guests out for a business meal, purchasing gifts & promotions. • *NOTE: Pre-paid Travel Expenses need to be reconciled to a Travel Expense Request. 	<ul style="list-style-type: none"> • Traveler's TR # Code in Traveler's Request Number wherever Possible in Request ID • Make sure Item types are all fixed before allocating budgets: If you allocate the budget before setting item types, it will not save. • Itemizations Must equal 0: Lodging • Clear all Red Flags: These are required fields. • Check Allocations: Report Headers --> Allocation Summary
P-card	<pre> graph LR A[Reconcile all other Expenses ✓] --> B[*Q #'s needed for Services *ITR #'s for some technology purchases D-11's Needed for Hospitality ✓] B --> C[No Travel Expenses (See Above) ✗] </pre>	<ul style="list-style-type: none"> • Reconcile all P-Card Transactions: Add in all transactions incurred for the billing cycle • Q and ITR Numbers, D-11's: Q#'s needed for one-time service exceptions. • ITR#'s needed for some technology purchases. • D-11's Needed for Hospitality • Naming Conventions: <u>Month</u> and <u>Year</u> for the P-Card billing cycle dates • Example: P-Card Sep 2021 	<ul style="list-style-type: none"> • Types of Expenses: <ul style="list-style-type: none"> • Workshops/Registration Fees (VIRTUAL no travel) that need to be coded as 660801-Memberships (Prof Org) • Supplies and Goods • Services (Q#'s Needed) • Hospitality (D-11's Needed) • IT Hardware/Software (ITR's Needed) • Faculty Recruitment Codes: 660840-Faculty Recruitment (In/Out)-Except Meals 660842 -Faculty Recruitment Meals 	<ul style="list-style-type: none"> • Q#'s, ITR #'s, and D-11's: NOTE: all Q's #'s, ITR #'s, and attach signed and completed D-11's as necessary • Make sure Item types are all fixed before allocating budgets: If you allocate the budget before setting item types, it will not save. • Clear all Red Flags: These are required fields. • Check Allocations: Report Headers --> Allocation Summary
Blanket Mileage	<pre> graph LR A[Annual Estimated Travel Expense for Mileage + Parking ✓] --> B[Not used as a blanket for other travel needing additional expenses ✗] </pre>	<ul style="list-style-type: none"> • Blanket Travel: Requested at the beginning of the Fiscal Year (July 1-June 30) • Used for Parking and Mileage Only: Can only claim Parking and Mileage up to the est. approved amount for the FY • Naming Conventions: <u>Fiscal Year</u> for Blanket Travel • Example: Blanket Travel 2023-2024 	<ul style="list-style-type: none"> • Types of Expenses: <ul style="list-style-type: none"> • Parking • Mileage • *NOTE: Defensive Driver's Training needs to be completed. • STD 261 should be completed and on file with the employee's home department. 	<ul style="list-style-type: none"> • Traveler's TR # Code in Traveler's Request Number wherever Possible in Request ID • Reconciliation: • Monthly Travel Claims should be submitted monthly as mileage and parking is incurred.