

FOR: E-MAIL DIGEST
FROM: CLAIRE PURDY
SUBJECT: REVISION OF THE NEW TRAVEL EXPENSE REPORT
DATE: AUGUST 29, 2011

A revision of the new travel expense report is now available on the Controller's Office website. Improvements have been made to the report based on questions and concerns from users. These improvements include auto-calculation of mileage expense, a more user-friendly mileage worksheet, and augmented instructions, both within the report and on the instruction tab.

Remember to enable the macros within the spreadsheet to allow addition of rows and columns. Please also remember to save the spreadsheet as a Macro-Enabled Workbook.

Note that the requested file name format has changed slightly. Please use the new naming format found on the instruction tab for both your expense report and your receipts. This practice will keep your documents together when saved. It can also keep all reports and receipts for a department organized by employee name and travel dates for easy reference. Remember that receipts are required for reimbursable expenses as well as for those paid by a UA procurement card. If possible, please submit your receipts in one .pdf attachment.

The e-mail routing from traveler to approver to the Travel Expense Report mailbox serves as the approval for the report. Note that the report has space for up to three authorized approvers.

The 4-digit accounts selected by you to code your expenses are the same codes that must be used to code your procurement card transactions through PaymentNet. An explanation of these codes can be found on the Travel Policies page of the Controller's Office website.

Your out-of-pocket expenses can be minimized by using a UA procurement card, if approved by your supervisor. However, as required by University travel policy, expenses for all travel must be reported whether personal reimbursement is required or not. To aid compliance with that policy, the new report accommodates documentation of all expenditures of a business trip, whether made from personal funds, prepaid through Accounts Payable, or made on a UA procurement card.

This new report is only to be used with employee or student travel related expenses. Miscellaneous reimbursements should use the Direct Payment Form found on the Purchasing Department's website. Moving expenses should be reported on the Moving Expense Report found on the Travel Policies page of the Controller's Office website.

Lastly, an on-line tutorial is under construction for the new travel report. It will be found, along with all other travel documentation, at <http://www.uakron.edu/busfin/controller/travel.php>.