

FOR: E-MAIL DIGEST
FROM: CLAIRE PURDY
SUBJECT: UPDATES TO TRAVEL EXPENSE REPORTING
DATE: JULY 5, 2011

A new travel expense report will be required for all travel occurring on or after July 1, 2011. As required by the University's travel policy, expenses for all travel must be reported whether personal reimbursement is required or not.

The travel expense report has been updated from an Excel-based printed document to an electronically submitted Excel spreadsheet. To aid compliance with the University's travel policy, this spreadsheet accommodates documentation of all expenditures of a business trip, whether made from personal funds, prepaid through Accounts Payable, or made on a UA P-Card (VISA). The new spreadsheet and related process provides many advantages:

- Easier for the employee to provide all trip expenditure data, which allows for more accurate calculation of the reimbursable amount.
- Total cost of the trip can be captured in one document making it easier for supervisors to thoroughly review each trip's cost and compare it to the amount approved.
- Inclusion of P-card transactions within the report provides supervisors with more information with which to review and approve P-card travel related transactions.
- Improved internal control via protected calculations, improved per diem analysis, automated account coding, and electronic approval.
- Streamlined processing due to greater legibility, protected formulas, and ability for electronic voucher upload.
- Paperless processing due to electronic submission and scanned receipts.
- Improved travel expense management, as well as external sponsor compliance, by incorporating new, more detailed travel account codes for both domestic and foreign travel.

There are three versions of the expense report. Most travelers will use the standard expense report. Foreign travel on sponsored programs and athletic team travel will each have their own report.

As before, the reports can be obtained on the Controller's Office website at <http://www.uakron.edu/busfin/controller/travel.php>. Please be sure to select the proper report. An instruction tab on the new report will help walk you through the new process.

If you have any questions about the new report or process, you may contact Claire Purdy at ext. 8830.