

Travel Reimbursements in EBSP: effective January 4, 2011

In the new financial system, travel reimbursements will be processed in two different ways:

1. If a travel advance was not received:
Travel reimbursements (non-Travel Advance) will be processed via the Disbursement Voucher (DV) e-doc. See page 2 for instructions.
2. If a travel advance was received:
Travel reimbursements (with Travel Advance) will be processed via the Distribution of Income and Expense (DI) e-doc. See pages 3-4 for instructions.

For all reimbursement related e-docs, if the Fiscal Officer (FO) is the payee or the custodian/recipient of a Cash Advance, the e-doc must be ad hoc routed and/or approved by a FO delegate, a Dean/Assoc.-Asst. Dean, Director, Chair, or College-level budget officer.

Travel Reimbursements (non-Travel Advance): effective January 4, 2011

In the new financial system, travel reimbursements (non-Travel Advance) will be accomplished via the Disbursement Voucher (DV).

In order for travel expenses (non-Travel Advance) to be reimbursed, a *Travel Reimbursement Worksheet* (TRW) must be completed. Both the completed Worksheet and images of all receipts must be attached to the DV.

The *Travel Reimbursement Worksheet* is very similar to the Travel Voucher we currently use for travel reimbursement.

- When processing a travel reimbursement (non-Travel Advance), select payment reason code "O" on the Disbursement Voucher (DV).
- The TRW and all receipts must be attached to the DV.
- Receipts must be scanned following MSU procedures for imaging:
http://archives.msu.edu/records/scanning.php?records_scanning.
- If the traveler is a MSU employee, the traveler must "approve" the DV for reimbursement. If the MSU employee traveler is the DV initiator, this approval is completed upon submission of the DV. If not, the initiator must ad hoc route the DV to the employee and the employee must approve the DV before further routing will continue.
- MSU employees with payroll Direct Deposit will be reimbursed via Direct Deposit only.
- If the Traveler is not a MSU employee, please check "Other" in Section A of the TRW. No ad hoc routing of the DV is necessary for non-employees. Also, if the non-employee traveler was not already in the Vendor system, the traveler must be added (Vendor Type is "SP - Special Payments") prior to creation of the DV.
- If the TRW or the DV is incorrect, the DV will be disapproved by Accounting. A new DV must be created with all required attachments and submitted through the required workflow.
- Highlights of the *Travel Reimbursement Worksheet*:
 - Section A requires direct billing information if airfare/rail was purchased through a MSU Preferred Travel Agency and charged to MSU.
 - Section B must include transportation into/out of destination and any transportation while in travel status.
 - Section C should contain any additional information to support travel expenses claimed on the TRW.
 - Section D is where travel expenses are assigned to the MSU accounting string. Data in this section is to be entered on the DV.

- The total claim (or limit) in Section E must match the total of Section D.

Travel Reimbursement (Travel Advance): effective January 4, 2011

In the new financial system, the reporting of travel expenses and request for travel reimbursement related to Travel Advances will be accomplished via the Distribution of Income and Expense (DI).

In order to account for travel expenses related to a Travel Advance, a *Travel Advance Reconciliation Worksheet* (TAR) must be completed. The TAR is used to justify the use of University funds advanced to the traveler and to calculate any traveler reimbursement or refund to MSU. Both the completed Worksheet and images of all receipts must be attached to the DI.

Three outcomes are possible when reconciling travel advances:

1. **The traveler spends exactly the amount of the advance.** In this case, the TAR and receipts are attached to the DI and submitted through the required workflow as outlined below. There will be no traveler reimbursement or refund to MSU.
2. **The traveler owes MSU money because the entirety of the travel advance was not spent.** In this case, the traveler writes a check to MSU which is deposited by the traveler (referencing the Advance Number) in the Cashier's Office, 110 Administration Building. The TAR and receipts are attached to the DI and submitted through workflow as outlined below.
3. **The traveler is owed money because the travel expenses were greater than the travel advance.** In this case, the TAR and receipts are attached to the DI and submitted as outlined below. Once Accounting approves the TAR and DI, Accounting will process a reimbursement for the balance due the traveler.

The *Travel Advance Reconciliation Worksheet* is very similar to the Travel Voucher we currently use for travel advance reconciliation.

- Highlights of the *Travel Advance Reconciliation Worksheet*:
 - Preparers must note the Travel Advance number at the top of the TAR.
 - Section A requires direct billing information if airfare/rail was purchased through a MSU Preferred Travel Agency and charged to MSU.
 - Section B must include transportation into/out of destination and any transportation while in travel status.
 - Section C should contain any additional information to support travel expenses claimed on the TRW.

- Section D is where travel expenses are assigned to the MSU accounting string. Data in this section is to be entered on the DI.
- The total claim (or limit) in Section E must match the total of Section D.

The Disbursement of Income and Expense (DI) must contain the following information:

- The DI must reflect the amount of total travel expenses incurred or limit (if applicable) and applicable accounting string information.
- The Advance Number, Name in which the Travel Advance was issued, and the Traveler's Name (if different) must be documented on the DI.
- Within the DI, the Accounting Line "From" is used to relieve the Controller's Office account of the travel advance expense. The Total from the TAR must be recorded with the following account information:
 - Account Number: XZ052171
 - Object Code: 6173
 - Amount: Total from TAR
- Within the DI, the Accounting Lines "To" must match Section D on the *Travel Advance Reconciliation Worksheet*. Travel expenses will be charged according to the information on the DI.
- The TAR and images of all receipts must be attached to the DI.
- Receipts must be scanned following MSU procedures for imaging:
http://archives.msu.edu/records/scanning.php?records_scanning.
- If the traveler is a MSU employee, the traveler must "approve" the DI for travel advance reconciling. If the MSU employee traveler is the DI initiator, this approval is completed upon submission of the DI. If not, the initiator must ad hoc route the DI to the employee and the employee must approve the DI before further routing will continue.
- If the Traveler is not a MSU employee, please check "Other" in Section A of the TAR. No ad hoc routing of the DI is necessary for non-employees.
- For accounts beginning with "RC" (grant accounts), Contract and Grant Administration must approve the DI. Therefore, the DI initiator must ad hoc route the DI for approval to the group "CGA Processor Level 1".
- If the TAR or the DI is incorrect, the DI will be disapproved by Accounting. A new DI must be created with all required attachments and submitted through the required workflow.