

Date: June 1, 2016

To: University Finance Managers

From: Cecilia Hamilton, Associate Vice President & University Controller

Subject: Revision of Process for documentation on TA and Expense Report for University Prepaid Items

In response to issues the departments are experiencing with limited budgets and limited funds for travel, the process for documentation of expenses on the Travel Authorization (TA) and Expense Reports when items are prepaid by the University with a Pro Card or Purchase Order.

Revised Process

- Record the entire estimated cost of the trip in the comments field of the TA including the information costs above. This will provide an estimate of the total cost of the trip for supervisory and expense manager approval without encumbering the funds.
- Use the existing TA to create the expense report. The comments section from the TA will be carried over to the expense report allowing the budgetary manager to compare the total trip estimate to the actual cost.
- Record the actual expenses on the Expense Reports by listing them in the “Detail” section and marking them “Non Reimbursable” (See Example 1-D).
- Payments made through Accounts Payable by Purchase Order should be entered in the comment section only (See Example 1-B).

The following examples are to be utilized to meet this process:

Example 1-A: List only the estimated out-of-pocket expenses for the traveler as actual Expense Types. The estimated and/or actual expenses that are paid for using the Pro Card or Purchase Order should be indicated in the comment section **only**.

Employee's estimated out-of-pocket expenses **only**.



View Travel Authorization

Travel Authorization Details

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General Information

Description	USA Acctg Conference	Authorization ID	0000111070
Business Purpose	Conference	*Benefit to FIU or Project	Attending the Annual USA Accounting Conference. Dept. Travel Card will pay for the Airfare (\$300), Lodging (\$600) and Registration (\$250). Total estimate trip cost is \$1358.00
Status	Submission in Process	Last Update Dttm	06/03/2016 11:59:11AM
*Destination	Florida, Orlando	By	1760463
Date From	01/11/2016	Date To	01/15/2016

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	Date	*Amount	Currency	*Payment Type	*Billing Type	
Domestic Meals	01/11/2016	108.00	USD	Out of Pocket	FIU Expense	*Detail
Domestic Incidentals	01/11/2016	100.00	USD	Out of Pocket	FIU Expense	*Detail

Totals

Authorized Amount	208.00 USD
Less Non-Approved	0.00 USD
Due Employee	208.00 USD

Example 1-B: List only the estimated out-of-pocket expenses for the traveler as actual Expense Types. The estimated and/or actual expenses that are paid for using the Pro Card or Purchase Order should be indicated in the comment section only.

Employee's estimated out-of-pocket expenses **only.**

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General Information

Description	Credit Card Workshop	Authorization ID	0000111071
Business Purpose	Workshop	*Benefit to FIU or Project	Attending the Annual Credit Card Workshop. All meals are included. Dept. Travel Card will pay for Airfare (\$400) and Registration (\$1200), a Purchases Order will pay lodging for 5 travelers @\$1000 each (\$5000.00) Total estimate trip cost is \$2650.00
Status	Submission in Process	Last Update Dttm	06/03/2016 By 1760463 12:04:20PM
*Destination	Georgia,Atlanta	Date From	03/07/2016
		Date To	03/09/2016

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	Date	*Amount	Currency	*Payment Type	*Billing Type	
Domestic Incidentals	03/07/2016	50.00	USD	Out of Pocket	FIU Expense	*Detail

Totals

Authorized Amount	50.00 USD
Less Non-Approved	0.00 USD
Due Employee	50.00 USD

Example 1-C: When **all** expenses are funded by another agency (non-FIU), include that information in the comment field. The only Expense Type that should be selected is “Incidental” (Domestic or Foreign) and the amount should be \$10. A Travel Authorization ID cannot be assigned with zero “0” expenses. Therefore, a small encumbrance amount is necessary. Once the trip has concluded, cancel the Travel Authorization. This will release the small encumbrance on the TA, and an Expense Report is **not** required.

Required encumbrance to obtain a TA number.

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Travel Authorization Details

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General Information

Description	Assoc. Controllers Mtg.	Authorization ID	0000111069
Business Purpose	Meeting	*Benefit to FIU or Project	Attend Annual Controllers Meeting. All expenses will be paid by the hosting agency.
Status	Submission in Process		
*Destination	Florida, Tallahassee	Last Update Dttm	06/03/2016 11:19:31AM
Date From	06/03/2016	Date To	06/05/2016
		By	1760463

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	Date	*Amount	Currency	*Payment Type	*Billing Type	
Domestic Incidentals	06/03/2016	10.00	USD	Out of Pocket	FIU Expense	*Detail

Totals

Authorized Amount	10.00 USD
Less Non-Approved	0.00 USD
Due Employee	10.00 USD


Example 1-D: All expenses incurred by FIU must be accounted for on an expense report. Items that have been prepaid by the University should be listed by the Expense Type with the actual cost indicated, and marked **non-reimbursable**.

Enter all expenses incurred. Marked expenses that are paid by the Univ. as “non-reimbursable”.

Employees must sign the expense report before uploading as a PDF file or faxing the documents to **Imagenow (7-1355)**.

Expense Report [Print Expense Report](#)

Ramon Duenas
Description USA Accty Conference
Business Purpose Conference
Report 0000322021 Submitted for Approval
Reference Number 11070



Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Transaction Amt	Exchange Rate	Amount	
Description	Additional Information		Merchant	Location				
01/11/2016	Domestic Airfare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Credit Card	255.64 USD	1.00000000	255.64 USD	
	AA	Ticket Number: 0123658978		AA				
01/11/2016	Domestic Lodging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Credit Card	220.75 USD	1.00000000	220.75 USD	
	Hyatt	Number of Nights: 4						
01/11/2016	Domestic Registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Credit Card	250.00 USD	1.00000000	250.00 USD	
	Registration							
01/11/2016	Domestic Incidentals	<input type="checkbox"/>	<input type="checkbox"/>	Out of Pocket	50.00 USD	1.00000000	50.00 USD	
	Taxi							
01/11/2016	Domestic Meals	<input type="checkbox"/>	<input type="checkbox"/>	Out of Pocket	72.00 USD	1.00000000	72.00 USD	
	meal			Florida,Orlando				
Employee Expenses		848.39 USD	Non-Reimbursable Expenses		726.39 USD	Amount Due to Supplier		0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Amount Due to Employee		122.00 USD

I certify that the information provided above is an accurate record of expenses incurred.

Employee Signature _____ Date _____