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**.
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.
**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.
**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)**.