

OFFICE OF THE CONTROLLER

Travel and Expense Proxy Training



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South Carolina



Agenda

Update Banking Information

Review of Transaction Types

Preparing a Travel Authorization

Associating a Travel Authorization to an Expense Report

Preparing an Expense Report for Travel

Preparing an Expense Report for Employee Reimbursement
(non-travel)

Resources and Contacts



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Travel and Expense Module Overview



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Benefits of the Travel and Expense Module

- This powerful, yet easy to use module dramatically reduces the amount of time and effort required to submit, approve, process, and pay expense reports.
- Encumbers the Travel Authorization on your budget.
- **Note:** The Travel and Expense Module is for Employees only. Student and non-employee travel is processed via an eForm Travel Authorization and Travel Reimbursement Voucher.



Updating Banking Information

- First step to using the Travel and Expense module is entering bank account information.
- Entering banking information validates the traveler, allowing transactions to be completed on their behalf.
- Be sure banking information is correct and update when necessary.
- **ALL** payments will be made via direct deposit.



Overview of Expense Transactions

Travel Authorization	Report ID starts with a 1
Travel Advance	Report ID starts with a 2
Expense Report	Report ID starts with a 3



Travel Expenses



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Travel Authorization (TA)

- A TA is an “estimate” of what the employee’s travel costs – lodging, registration, meals, etc.
- A Travel Authorization (TA) must be completed and fully approved before travel occurs in the following circumstances:
 - ❖ Individual travel expenses are expected to be \$5,000 or greater.
 - ❖ All foreign travel.
 - ❖ All travel advances
- After the TA is submitted, budget checked and approved, the amount on the TA is encumbered on the budget; i.e., ‘set aside.’
- The Travel Office performs final approval if created for the criteria stated above.



Travel Advance

- To minimize the impact of business travel on employee personal finances, you can create a travel advance to pay for items such as hotel/lodging and meals.
- Travel Authorization is **required** for a Travel Advance.
- A Travel Advance can be created for 70% of total estimated expenses of Hotel/Lodging and Meals up to \$3,000 without requiring pre-authorization.
- Only one advance can be requested at a time.
- The advance must be applied to an expense report or repaid before any additional expense report can be paid.
- The Travel Office performs final approval.



Expense Report

- An Expense Report makes it easy to transform travel receipts into a final document for the reimbursement of travel expenses.
- Create an Expense report for Travel:
 - ✓ by not associating a Travel Authorization (does not meet the requirements)
 - ✓ by associating a Travel Authorization (foreign or \$5,000 and greater)
 - ✓ by associating a Travel Authorization and applying a Travel Advance (travel advance requested)
- Reimbursement to an **employee** prior to traveling is not allowed. There are the following options:
 - ❖ Travel Card: Individual or Department
 - ❖ Payment directly to the Supplier (using Payment Request)
- Create an Expense Report for Employee Reimbursement (non-travel)



Expense Transactions Status

Status	Description
Pending Status	Not submitted for approval. This transaction can be modified and deleted.
Submitted for Approval	The transaction is submitted, waiting for Traveler approval.
Approvals in Process	The transaction is in approval workflow.
Approved	Approval for the transaction is complete and is waiting on payment.
Paid	The transaction is paid and complete.



Per Diem Meal Allowance

- In-State, Out-of-State, & Canada follow the below rates.
- Foreign: [U.S. Department of State Foreign Per Diem Rates](#) based on country, location, & date for current meal per diems.
 - Use Appendix B for the M&IE Rate for breakfast, lunch, dinner, and incidentals.
- Meal allowance for one day travel is not reimbursable. Meal per diem is only reimbursable when travel includes an overnight stay and destination is greater than 50 miles from employee's official headquarters or residence.

Per Diem Meal Allowance		
Meal	In-State	Out-of-State
Breakfast	\$8.00	\$10.00
Lunch	\$10.00	\$15.00
Dinner	\$17.00	\$25.00
All Meals	\$35.00	\$50.00

Day of Departure		Day of Return	
Time of Departure	Meals Reimbursed	Time of Return	Meals Reimbursed
Before 6:30am	All Meals	Before 11:00am	None
6:31am - 11:00am	Lunch & Dinner	11:00am – 1:30pm	Breakfast Only
11:01am - 5:15pm	Dinner Only	1:31pm – 8:30pm	Breakfast & Lunch
After 5:15pm	None	After 8:30pm	All Meals

Meal Allowance Example

You are scheduled for a three-day business trip outside of South Carolina, traveling within the United States.

- On the first day, you depart at 2:00 pm. For this day, your maximum per diem allowance will be \$25 for dinner.
- The second day of your trip had per diem allowance of \$25. This covers \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Your dinner is provided by the conference or a vendor, so this is deducted and not part of your reimbursement.
- On the third and final day, you return at 2:00 pm. The maximum per diem allowance for this day was \$25, with \$10 allocated for breakfast and \$15 for lunch.

Total meal reimbursement for this trip is \$75.



**Employee
Reimbursement
(non-travel)**



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Expense Types for Employee Reimbursement (non-travel)

The expense types available for employee reimbursement are:

- ❖ Athletic Supplies
- ❖ Computer Hardware under \$5000
- ❖ Computer Software under \$1000
- ❖ Food or Catering (routed to Purchasing for Approval)
- ❖ Furniture
- ❖ Internet Monthly Services
- ❖ Licenses and Fees
- ❖ Miscellaneous Supplies
- ❖ Non-Travel Registration
- ❖ Postage
- ❖ Professional Membership Fees
- ❖ Study Abroad – PLEF
- ❖ Subscriptions
- ❖ Office Supplies
- ❖ Telephone



University Controller's Office
Employee Reimbursement (non-travel) Matrix

(Note: Employee reimbursements should only be used if there is no other viable payment method available, this is the exception and not the norm.)

Expense Type <i>(Use the type of the Expense as the first word when entering the description)</i>	Description	Description Short Name	Account Code	Attachments Needed (All in ONE document)	Special Instruction
Supplies	Reimbursements to Employees for Supplies which are used in conjunction with their job	Supplies	- 59540 Athletic Supplies - 53009 Miscellaneous Supplies - 53001 Office Supplies	1 - Itemized receipts and proof of payment	Reimbursements should be the exception and not the norm, please use department purchasing cards.
Food	Reimbursements to Employees Food and Meals which are in conjunction with their job.	Food	- 53005 Food	1 - Itemized receipts and proof of payment 2 - Food approval memo (<i>memo must be signed by VP level or higher</i>) ** This will be routed to Purchasing for approval.	Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval.
Memberships/Subscriptions/ Non-Travel Registration	Reimbursements to Employees for membership, subscription dues and non-travel registration which are a necessary part of their jobs and a benefit to the University.	Membership/Subscription/ Non-Travel Registration	- 54111 Membership Dues - 54112 Non-Travel Registration - 54114 Subscriptions	1 - Itemized receipts and proof of payment 2 - (Memberships Only) Justification memo with explaining how membership is reasonable, justifiable and necessary to benefit the University and not just the individual. Approvals for payment as follows: <i>Deans/VP - Approved by Supervisor,</i> <i>Faculty - Approved by Deans or designee,</i> <i>Staff - Approved by VP, Dean or designee</i>	Reimbursements should be the exception and not the norm, please use department purchasing cards. Please note that registration is considered non-travel only when the registrant will not be under a travel status when attending the conference.
Computer Software under \$1000 and Computer Hardware under \$5000	Reimbursements made for computer software purchases under \$1000 and computer hardware under \$5000.	Computer Software/Hardware	- 53030 Computer Hardware under \$5000 - 53031 Computer Software	1 - Itemized receipts and proof of payment	
Study Abroad - PLEF	Reimbursements made to employee program leaders for study abroad expenses outlined under the program leader expense form.	Study Abroad	- 52092 Global/Domestic Study Programs	1 - Invoice or Study Abroad Agreement 2- Program Leader Expense Form (PLEF) 3- OANDA conversion for each receipt when receipt is in a foreign currency. The OANDA must be for the date of the receipt.	U.S. Department of State Per Diem Financial Arrangments for Faculty/Staff-Led Overseas Programs
Licenses and Fees	Payments made to employees for licenses and fees that benefit the University.	Licenses and Fees	- 54110 Licenses and Fees	1 - Itemized receipts and proof of payment	1 - Invoice or a Licensing Registration Form 2- Certification Memo
Furniture	Payments made to employees for furniture that benefits the University.	Furniture	- 53023 Furniture	1 - Itemized receipts and proof of payment	
Postage	Payments made to employees for postage that benefits the University.	Postage	- 52010 Postage	1 - Itemized receipts and proof of payment	
Cellphone and Monthly Internet Services	Payments made to employees for monthly internet services and telephone which are in conjunction with their job.	Cellphone/Internet	- 52037 Cellphone - 52036 Monthly Internet Services	1 - Itemized receipts and proof of payment	

Employee Reimbursement (non-travel) Matrix



Key Considerations

- Like travel-registration fees are not reimbursed until after/conference/workshop has been completed.
- Expense date on report matches date on the corresponding receipts.
- Attach all receipts as one attachment in the same order as the lines on the report.
- Payments to supplier providing a service is not a reimbursable expense.
- Gift cards are not reimbursable.
- Students who work for USC will be reimbursed through the travel expense module.



Resources & Contacts



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Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

➤ **Travel**

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Contact Us

Travel

Travel is responsible for the review and disbursement of funds in accordance with university policies and procedures. Our staff process travel payments and reimbursements for faculty, staff, non-employees and students.

Expense Module Correction Form

Expand all



Travel Advances



Travel Agencies



Travel Reimbursement Voucher (TRV)



Updating Banking Information



Resources



Contact Travel

For questions about any Travel services, please contact us directly:

1600 Hampton Street, 6th floor

Columbia, SC 29208

Email:

teoffice@mailbox.sc.edu

Where to Find the Resources

For accounts payable resources, visit the [Accounts Payable](#) and [Travel](#) pages in the General Accounting section.



Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

Expand all



AP Uploads



Business Expense Prepaid Cards



Cash Advances



Cost Transfer



Departmental Deposits



Employee Reimbursement (Non-travel)



Endowments



Finance Intranet



Where to Find the Resources

For AP Upload training resources, visit our [Business Manager](#) page.

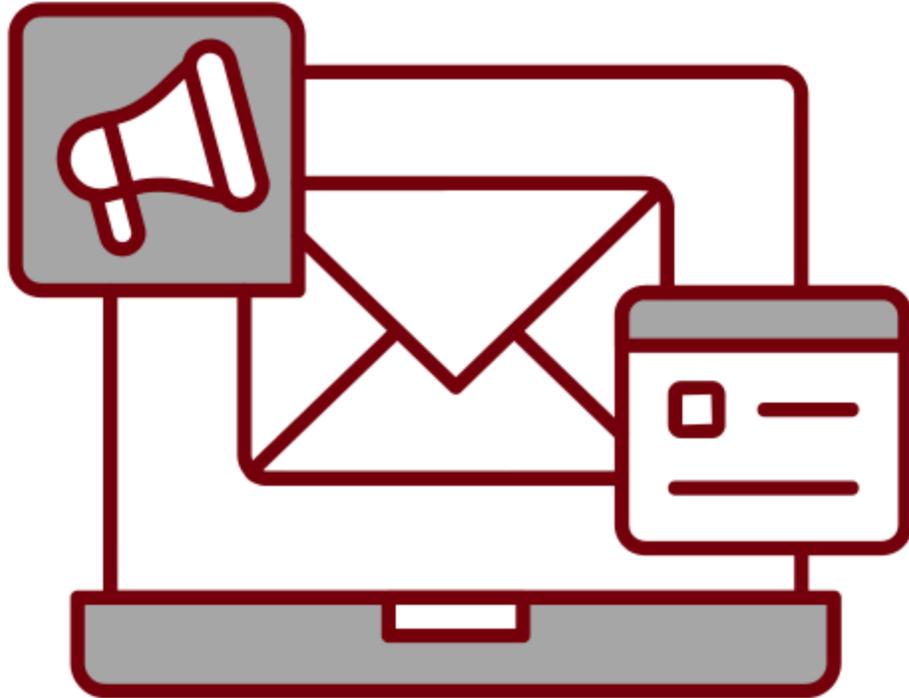


Resources

- [Employee Reimbursement \(non-travel\) Matrix](#)
- [Preparing an Employee Reimbursement \(non-travel\)](#)
- [Update Banking Information](#)
- [Expense Module Correction Form](#)
- [Travel Advance Settlement Form](#)
- [Travel Advance Form](#)
- [Travel Advances - Requests and Settlements Instructions](#)
- [Travel Authorization and Travel Reimbursement Voucher eForm Job Aid](#)
- [Travel and Expense Quick Reference Guide](#)
- [Finding a Pending Expense Report for Travel](#)
- [Approving Expense Transactions – Traveler JobAid](#)
- [Approving Expense Transactions – Approver JobAid](#)



Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



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