

# Fall 2018 Faculty Presentation – Travel/Business Expense/ASA Overview

## Travel

### General Information

- [UO Travel Policy](#): Please be familiar with this **BEFORE** traveling!
- [Travel Office Information, Training Dates and More](#)
- [GSA Per Diem Tables Used by UO](#)
- [Currency Conversion Rate Website Used by UO](#)
- Primary contact for travel-related questions: Brian Conley ([bconley@uoregon.edu](mailto:bconley@uoregon.edu), 6-3685)

### Concur Information

- Login site: <https://concur.uoregon.edu>
- [Concur Procedure Manual](#)
- [Concur Traveler Demo](#)
- [Concur FAQs and Other Information](#)

### UO One Card Program

- Apply for a UO One Card corporate travel credit card by filling out a request form at <https://forms.uoregon.edu>.
  - a. This card is a corporate-bill/corporate-pay card for approved travel-related expenses.
  - b. Add my contact information for Budget Authority (Josh Buetow, 6-3806).
  - c. Digitally submit/sign the form.
  - d. Once complete, pick up your One Card with a UO ID at Thompson's University Center.

### Process: Pre-Travel

- Log in to Concur and complete a new Request. If booking your flight with a travel agent (TMC), contact the agent ahead of time to obtain an airfare quote to assist with filling in the estimated travel budget.
- After the Request is approved:
  - a. Book your flight with the travel agent,
  - b. Contact Gail Tinkham ([tinkham@uoregon.edu](mailto:tinkham@uoregon.edu)) to process conference registration expenses, and
  - c. Arrange all other travel plans (such as lodging) on your own.

### Process: Post-Travel (and General Guidelines)

1. Reimbursement requests must be submitted within 60 days of the last day of travel.
2. Scan your receipts and any relevant documentation into Concur.
3. **\*\*Log in to Concur and select the "Expense" link in the Request related to the completed trip in order to initiate the expense report.\*\***
4. **Conference travel:** always upload a PDF or scanned copy of the entire program along with a page showing the conference overview (dates, location, etc.).
5. **Non-Conference travel:** always include a daily activity log including the names of places visited, individuals visited/consulted, and a description of all business-related activities.
6. **Lodging above GSA per diem:** If the daily rate is above per diem but the hotel is a conference hotel with a special rate, the special rate must be documented in Concur (i.e. a printout of the website showing the rate under "Other Documentation"). If the conference hotel is sold out, the unavailable conference rate is then used as the maximum amount that can be reimbursed per day at a different hotel.
  - If the travel is not related to a conference and the traveler is unable to find a hotel for less than the per diem maximum, this must be documented by attaching a printout of the search from a multi-listing source such as hotels.com. In this case, the search should not include 4- and 5- star hotels. *This search must be completed and documented at least 2-3 weeks before you depart!*

## **Business Expense Guidelines**

- [UO Business Expense Policies](#): UO's fiscal policy manual and links to other guidelines
- [SOJC Business Office Website](#): Includes SOJC-specific processes & procedures
- [SOJC Hosting Policy](#)
- **Business Purpose**: the business purpose must answer the "Who, What, When, Where, and Why" questions.
- **Duck Store**: If you make a purchase at the Duck Store and provide an index to the cashier, you will receive an email to verify the business purpose and index. Please respond as quickly as possible.
- **Funds Designation**: If you are awarded an internal grant (i.e. Dean's Grant, Faculty Fighting Grant, Agora Fellowship, Petrone Grant) and submit an invoice or reimbursement to be paid, please indicate that it should be paid out of that funding source rather than just using the term "research" or "ASA" fund.
- **Potential Conflict of Interest (COI)**: Please contact the Business Office before making a purchase or committing funds if a potential COI exists. As an example, a potential COI may exist if a faculty/staff member or a member of his/her family is directly involved with an entity receiving UO funds.
- **Prizes and Survey Incentives**: Please note that all cash and cash equivalents are tax-reportable for the recipients, regardless of the amount. This includes gift cards. Items with a value of \$50.01 or more may also be tax reportable to recipients. Please obtain the names (and 95-numbers if they are UO students or employees) or a UO W-9 form from the recipients if they are non-employees. **Note**: All cash-equivalent incentives as well as any prize/incentive item with a value of \$50.01 or more must be reimbursed – these are unable to be paid for with the Pcard.
- **Purchase Ownership**: All items purchased/expensed using UO funds are property of UO and must be returned if employment ends. This applies even if items are partially purchased using personal funds.
- **Receipt Requirements**: Every receipt must be original unless obtained digitally; photocopies are not accepted. Receipts must show a zero balance or indicate the payment was received. Elements of a complete receipt: Date, vendor name/address, description of the item(s) including price and quantity, and total amount.
- **Regalia**: Regalia purchases may not be reimbursed with UO funds. Regalia rental expenses may be paid for with UO funds.
- **Reimbursement Batches**: Please do not wait to submit all reimbursement requests until the end of each fiscal year. Instead, it is most efficient to submit receipts at least monthly or quarterly. For expense reimbursements near the end of the fiscal year, please submit everything possible by the end of May rather than the end of June.
- **Reimbursement Submission Timing**: Please do not submit reimbursement receipts for items ordered that have not been received.
- **Services**: Generally, paying for services personally and requesting reimbursement is not allowed per UO policy. All service-related invoices must be paid directly by UO to the vendor. For any services requiring a specialized skill, knowledge, or resources, a contract is always required. **Never sign any terms and conditions for services or any types of agreements!** Please contact the SOJC Business Office with any service-related questions and/or to determine if a contract is necessary before any work begins.
- **Shipping Address**: Always ship items to a UO business address or obtain approval if items are intended to be shipped to a non-business address (i.e. if you are not in Eugene during the summer, traveling, etc.)
- **Student Employees**: Please contact Gail Tinkham ([tinkham@uoregon.edu](mailto:tinkham@uoregon.edu), 6-3561) in order to hire a student employee using your ASA or other research funds.
- **Technology Purchases**: Any "high-risk" technology-related purchases (computers, iPads, printers, any devices, etc.) with a dollar value of \$100.00 or more should be requested using the SOJC Employee Technology Purchase Request Form at the following link: <https://service.uoregon.edu/TDClient/Requests/ServiceDet?ID=20282>

## **Guest Procedure**

- If you are planning to invite a guest to SOJC for a class visit, presentation, research collaboration, etc., please contact Sue Varani ([svarani@uoregon.edu](mailto:svarani@uoregon.edu), 6-2363) **FIRST** to begin the process at least 3-4 weeks before the planned visit (5-6 weeks for international guests).

## **Faculty ASA-Specific Policies**

FJCASA (TTF) or FJASAA (NTTF)

- **Funding:** Currently, ASA funds receive a \$1,500 allocation per fiscal year for full time faculty (not including adjuncts or post docs).
- **Carryforward:** Currently, all unspent funds at the end of a given fiscal year are carried forward and available to use during subsequent fiscal years.
- **Business Purpose:** All expenses charged to FJCASA indices must benefit the individual assigned to the funding source. For example, faculty member 1 is not allowed to pay for equipment benefitting faculty member 2 out of faculty member 1's own ASA fund.
- **Hosting:** Hosting (including any type of food expenses) is generally not allowed using ASA funds. Please see the hosting policy for additional details.
- **Sponsorships:** To request a sponsorship to be paid out of your ASA or to request funds to be paid out of a separate budget (i.e. the Dean's budget), please fill out the Qualtrics form [SOJC Sponsorship Request Form](#) on the SOJC Business Office website.
- **Stipends/Wages:** ASA funds may not be used to pay faculty/staff member additional wages or stipends. Student employees, however, may be hired using these funds with an adequate business purpose.
- **Student Support:** All payments to students out of individually managed funds must include an explanation indicating how the student's participation in an event or reimbursement for expenses benefits the fund holder.