

GENERAL INFORMATION

The University appreciates the efforts of those who travel on University business. The University's travel website contains links to the University's travel policy, preferred travel agencies, and travel reimbursement forms. This brochure contains helpful tips for travelers that focus on the most frequent problems that delay processing of reimbursements. Errors or incomplete information can delay the processing of travel expense reports. This brochure does not take the place of the travel policy which may be accessed at:

www.brown.edu/Administration/Controllere/Travel/

Accounts Payable-Travel Office: 3-9442, 3-1777

GENERAL REMINDERS

A travel expense report must have a clear statement of the business purpose and dates of the trip.

Check your math prior to sending in the travel expense report. Minor math errors are corrected by the travel staff but if there are significant changes to the amount to be paid, the reimbursement will be delayed until the report is clarified and corrected.

Travel reports must include account information, the original signature of the traveler, and the original signature of the authorized signer.

The authorized signer must be the employee's supervisor or the Department Manager. At no time can an individual authorize the expense report of their direct supervisor.

Annually, the University updates the travel spending guidelines. Expenses above the University guidelines should be justified in writing and attached to the travel report.

Significant exceptions to the travel policy require an explanation and Senior Officer approval.

RECEIPTS

Receipts are required for all expenses greater than \$50.00.

Receipts should be taped to an 8 ½ x 11 sheet of paper to make processing easier and faster.

An employee who loses an original receipt should seek a duplicate from the billing agency. The duplicate receipt along with a missing receipt affidavit is required. If a duplicate receipt can not be obtained the traveler must submit a completed missing receipt affidavit.

Appropriate Receipts:

- Air – Original passenger receipt. An online booking receipt must show the itinerary and that the ticket was paid.
- Rail – Original passenger receipt/ticket stub.
- Rental Car – Original rental agreement receipt (not the pre-calculation agreement).
- Ground – Original bus, shuttle or taxi receipt.
- Hotel – Original hotel folio (detailing all expenses and showing payment made).
- Meals – Original receipt detailing meals purchased and the credit card or cash register receipt.
- Conference fees – Receipt from conference sponsor or copy of registration form accompanied by proof of payment (cancelled check or credit card statement).
- Other – Original receipt.

TRANSPORTATION

Air Travel

When a trip is cancelled after a ticket has been purchased, the traveler should inquire with the issuing ticket agent about using the ticket for future travel or about processing a refund. Unused airline tickets have a cash value and should not be discarded, destroyed, or included with the travel expense report. A travel advance request payable to the traveler will cover the traveler's out-of-pocket cost until the ticket is used.

Federally funded travel must comply with the Fly America Act. See the travel website for more information:

www.brown.edu/Administration/Controllere/Travel/policy/air.html

Car Travel

Travelers are required to use sub-compact, compact or midsize rental cars. Employees traveling on University business should decline the purchase of collision damage waiver and liability insurance unless the insurance is required by state law, the driver is renting overseas, or the driver is under the age of 25.

Use of a private sedan or car service (not limousine) will be reimbursed only if the cost is less than other available modes of transportation or if a valid business reason precludes the use of a more economical mode of transportation. Attach the memo detailing the business reason for the service to the traveler's expense report.

Preferred Travel Vendors

Garber Travel

401-562-1800

1-800-346-1938

www.resx.com/login.aspx?WM=RESXPRODF

Southwest Airlines

Booking Instructions:

www.brown.edu/Administration/Controllere/Travel/documents/SWABIZTravelerAcct.doc

Reservations: www.swabiz.com/

UNDERGRADUATE STUDENT & VISITOR TRAVEL

Direct payment of travel expenses may be requested for job candidates, prospects, guest speakers, special guests, undergraduates traveling on Brown business, conference participants, and group travel (over 10 travelers). All travel must be arranged through Garber Travel, Brown's preferred travel agency, after approval has been granted. To request permission for direct payment, complete the Request for Direct Billing Form and fax this form to Controller's Office, ext. 3-3099. *When approval is granted, travel arrangements may be made.*

Independent Contractors must make their own travel arrangements. Please see the Independent Contractor policy on the Controller's Office website for more information.

Do not purchase a ticket for a visitor or a student and request reimbursement! Always request direct billing.

ADVANCES

Travel Advance Requests must have a breakdown of the expenditures the advance is intended to cover. This itemization may be either written on the Travel Advance Request or attached to the request in a separate memo. Do not include original receipts with advance requests.

Travel advances may be paid directly to a conference or hotel.

Travel advances must be cleared within two weeks of a trip's end. Additional travel advances and travel reimbursements will not be issued to travelers with outstanding advances.

MEALS

Meals that include guests require a Meals and Hospitality form.

When available, a detailed meal receipt is requested. Travel expenses are included in the indirect cost calculation and, therefore, may not include alcohol. Isolate any alcoholic beverage expenditures and charge to subcode 3950 – Travel Exclusions.

CONFERENCES

Attending a Conference

If the conference is local and no additional travel expenses are anticipated or incurred, submit a check request for either payment to the conference or, if payment was made personally, for reimbursement.

If conference attendance requires travel, report the conference fee under 'other expenses' on the Travel Expense Report. If it is necessary for Brown to pay for the conference registration in advance, complete a Travel Advance Request for the fee and attach the conference registration form to the Advance. The Accounts Payable office will pay the registration and establish an advance in the traveler's name. Make sure to deduct the advance on the Travel Expense Report.

Hosting a Conference

Contact Conference Services for assistance with local conferences. Contact the Purchasing Department for assistance with conferences outside of the local area.



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Brown University Travel Policy Highlights & Answers to Frequently Asked Questions