

## SPA'S TOP 10 LIST

### Travel

1. Payments to vendors or reimbursements to faculty/staff for advance travel fees (airline tickets, room deposits...) which are \$500 or more, should be processed via a Travel Advance (TA). Payments/reimbursements that are less than \$500 should be processed via a Check Request (CR).
2. The traveler must include all advance fees paid via CR(s) on the Travel Report (TR). The system will automatically include the TA's associated with the trip on the TR.
3. U.S.-flag air carriers should be utilized for foreign travel on federal grants and contracts. If a foreign air carrier must be utilized for the trip, please refer to the sponsoring agency's guidelines to determine if/when this is allowable.
4. Original receipts must be submitted for *all* travel expenses that are \$30 or more. Loss of receipts, use of photocopied/faxed receipts and statements from credit card companies require exception approval signature of the department head, dean, or vice chancellor.
5. Itemization of meals is required when the total daily meal expense is greater than \$50. The traveler must provide exact amounts for each meal. Estimates or rounded off figures should not be submitted.
6. Individual meal charges over \$50 appear to be excessive on a sponsored fund. *If the cost of one meal exceeds this amount, the sponsored fund should be charged the \$50 and the remaining amount may be reimbursed from other funding sources funds, per the department's policies. In certain instances, the Traveler may provide, and Sponsored Projects Accounting will consider, a written justification as to why the entire amount should be allowed.*
7. Rental car upgrades and auto insurance purchased from the rental company are normally not allowed on sponsored funds. If appropriate, provide justification as to why an upgrade is necessary. Employees traveling for University business are covered under the University's Insurance Policy, therefore, additional auto insurance should be declined.
8. Washington University employees must charge their travel expenses to budget object codes 3601, 3602, or 3605 (registration fees). Depending on the type of expense, non-employees may use 3620 (conference participant travel), 3623 (collaborator travel), or 3003 (consultant travel).
9. Non-travel items incurred while in travel status, such as expenses for supplies, should be coded to the appropriate supply budget object code and not under travel.
10. The individual traveler must sign the travel report. Consult your department's and the University's Travel and Expense Policy (see <http://aisweb.wustl.edu/spweb.nsf/pages/documtm1>) for guidance on when the Approval and/or Exception Signatures should be obtained.