

SPA'S TOP 10 LIST

Travel

1. Travel Advances (TA) should be used to reimburse WU faculty/staff for travel expenses (airline tickets, room deposits...) that are paid in advance by the WU traveler. Check Requests (CR) should not be used to reimburse employees for travel related expenses. TA's that are requested for the traveler to cover out-of-pocket expenses during the trip will not be approved more than 14 days prior to the trip start date.
2. The traveler must include all travel expenses paid by procurement card transactions on the Travel Expense Statement. The system will automatically include the TA's associated with the trip on the on-line Travel Report (TR). The supplemental procurement card expense form should be attached to all SPA Travel Expense Statements as a best practice and SPA may require receipts for procurement card transactions in certain situations when necessary.
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 Fly America Act or the sponsoring agency's guidelines to determine if/when this is allowable. Contact SPA prior to booking the airfare if there is any question about this issue.
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 Dean or Vice Chancellor (signature designees must be coordinated with the Accounts Payable Manager and must not be the person who approves the travel report).
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 source 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. Airfare change fees are rarely allowed on SPA funds and require detailed justification for unlike/unusual circumstances. Change fees will be reviewed by SPA on a case by case basis for compliance with A-21.
9. Foreign exchange rates must be clearly documented by including a copy of a print screen showing the average exchange rate for the period (can be obtained from www.oanda.com) or by including a credit card statement that shows actual conversion rates. All receipts must be clearly labeled in English (i.e. hotel, rental car, taxi, food).
10. When including meals for individuals other than the traveler, the names of the individuals as well as the relationship to the grant should be well documented with justification for how the individual relates to the grant and why the meal should be charged to the grant. In the case that the individual(s) are WU employees, please cross-reference to the other employee's TR number in the shared docs section of the on-line trail doc as well as on the hard copy of the Travel Expense Statement.