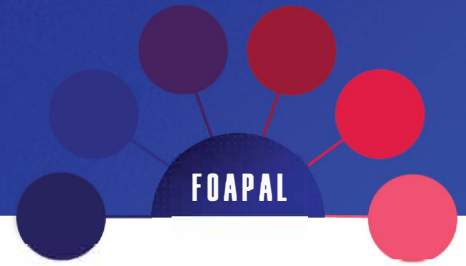


Travel Expense Form



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

Reimbursement to employees traveling on University business.

FOAPAL RELATED CHANGES

Travel Expense Form Functions	FOAPAL Change
1. Travel information	Text box input and labels
2. Funding input	FOAPAL string input
3. Travel type	Selection button
4. Expenses input	Totals and row addition

TRAVEL INFORMATION

The Travel Expense form should be completed in full (see Figure 1, below). For help, users can select the field for a description of what is expected. The Period field is auto-calculated and is not meant to be filled by users.

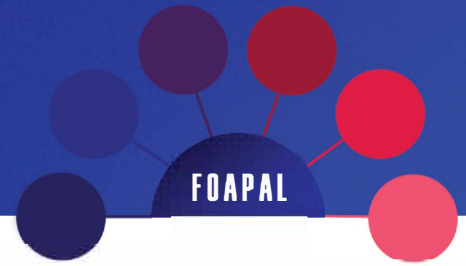
The screenshot shows the top portion of the 'Travel Expense' form. At the top left is the University of Dayton logo. The form fields are arranged in two columns. The left column contains: 'Traveler Name', 'University ID', 'Department', 'Business Purpose / Location / Other Notes', and 'Form Number'. The right column contains: 'Prepared by', 'Preparer's phone', '+4 Campus ZIP Code', and 'Period' (which is pre-filled with '1/0/00').

Figure 1: Travel Expense form (new), travel information at top left of form

FUNDING INPUT & TRAVEL TYPE

Users should input FOAPAL string data in the appropriate table column in the upper right-hand table of the form (see Figure 2, below). The form has space for three separate FOAPAL strings, along with a percentage input with auto-calculating Subtotal and Total cells. Note, there is no Account column. This is addressed through the travel type buttons in Figure 2 and Account: Type of Service in Figure 3.

Travel Expense Form



In the Travel Type box are “Fac/Staff International”, “Fac/Staff Domestic”, and “Student” radio buttons (Figure 2, below). Users must select one of these buttons as appropriate. Selection determines appropriate Account codes elsewhere in the form.

Per Mile Reimbursement		\$0.58	Total Reimbursement Due		\$0.00	
Fund	Organization	Program	Activity	Location	%	Subtotal
						\$0.00
						\$0.00
						\$0.00
Travel Type						0%
<input checked="" type="radio"/> Fac/Staff International						
<input type="radio"/> Fac/Staff Domestic						
<input type="radio"/> Student						
<input type="checkbox"/> Check here if this is a cash advance						

Figure 2: Travel Expense form (new), FOAPAL string input for reimbursement expense; Travel Type; Per Mile Reimbursement rate

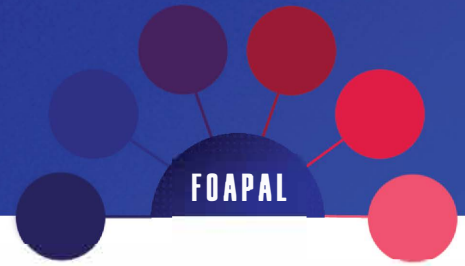
The Per Mile Reimbursement field is to be filled with the University’s mileage reimbursement rate. For questions about the rate, please contact the Office of Procurement & Payable Services.

EXPENSES INPUT

The table for expense input is large and can be made larger using the “Add New Row” button at the bottom left-hand corner of the table. The column headings include Account codes that are auto-populated based on the Travel Type button (see Figure 2, above) selected. Below them are headings for expense types.

All receipts should be placed on a separate line and should include a description of the expense. Entertainment expenses must also include identification of the person(s) or group being entertained as well as an explanation for the entertainment, the benefit of such entertainment to the University, and clarification of the relationship of the person(s) attending the University’s programs or activities. (See Figure 3, page 3).

Travel Expense Form



Account: Type of Service →		830200	830201	830203	830202	831000	832000		830204	830205	
Description of Expense <i>Each receipt should be placed on a separate line</i>	Date	Airfare	Lodging	Ground Transportation	Meals (excludes alcohol)	Alcoholic Beverages	Conferences and Seminars	Miles	Mileage Reimbursement	Other Fees	Total
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*FOR FINAL REIMBURSEMENT, SUBMIT THIS FORM TO THE OFFICE OF PROCUREMENT AND PAYABLE SERVICES, Curran Place, ZIP +7023
See the [Travel and Entertainment Procedures document](#) for further details regarding the use and/or reimbursement of specific travel or entertainment expenses

[Click here for the University travel policy](#) [Click here for form instructions](#)

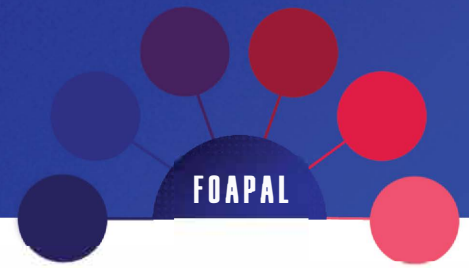
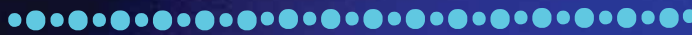
Prev Cash Advances

Figure 3: Travel Expense form (new), expense input table with expense type and (auto-populated) Account headings

All charges over \$10 should include original, detailed receipts.
Mileage reimbursement requests must specify actual mileage. Please also include a Google Maps or Mapquest printout.

Once the form is complete users should print, sign, and date the form. They should then obtain an approval signature and submit the completed form to the Office of Procurement & Payable Services.

Travel Expense Form



CASH ADVANCES

If the form is being used to include a Cash Advance, users should indicate that using the checkbox under the FOAPAL input table (see Figure 4, below). They should also indicate the Cash Advance amount in the “Prev Cash Advances” field in the bottom right-hand corner of the expenses table.

Activity	Location	%	Subtotal
			\$0.00
			\$0.00
			\$0.00

Student Check here if this a cash advance

				\$0.00
				\$0.00
0.00	0.00	0.00	0.00	0.00
Click here for the university travel policy	Click here for form instructions	Prev Cash Advances		

Figure 4: Travel Expense form (new), Cash Advance checkbox and fields for all cash-advanced travel expenses