A Travel Reimbursement: From Start To Finish



Purpose of Educational Funds

 The purpose of educational funds are to support resident education.

 This includes travel costs for residents to present their research at conferences.



Process Overview

- A Pre-Approval form is submitted to the GME office.
- After GME approves, the signed pre-approval will be sent back to the preparer. It is the
 preparer's responsibility to forward the signed pre-approval to his or her department
 CODA person to generate the TAR number for the resident/fellow to book his or her
 airfare through the AAA website. Residents and fellows must turn in all
 paperwork/receipts to their coordinator for reimbursement no later than 45 days from
 the last day of his or her trip.
- Coordinator sends original receipts and paperwork to the department CODA person (Keep a copy for your records)
- Paperwork is scanned and entered into CODA, the accounting software, where it goes through an online approval process.
- Travel package is sent to the UMSA Accounts Payable department for payment.
- A check is mailed to the address the resident provided on the T&E form.

Pre-Approval

- ALL expenses must be pre-approved by Dr. Mai or Brad.
- Requests for travel should be submitted at least 30 days prior to the trip.
- Please allow at least a one week window before checking to see if trip/item has been pre-approved.
- International travel limited to only Canada for USbased groups. In addition to GME approval, it also requires UMSA CCO approval prior to trip.

Pre-Approval Form

Pre-Authorization Only/ Payments Require:				Gı	raduate	Medica	I F	ducatio	n		GME Office Use Only				
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		sing individuals)			Pre-Ap	proval (T	AR)	Form							
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Be Sure to Include:

- 1. Date
- 2. Name of Program
- 3. Itemized List of Expenses
- 4. Estimated Price of Expenses
- 5. Conference Information (dates, location, name)
- 6. Traveler Information (include CURRENT address)
- 7. Traveler Signature
- 8. Reason for Travel
- 9. Program Director's Signature
- 10. Preparer's Info

New Vendors/Changed Address

- If a traveler or company is new to UMSA, or has not been paid within the past 12 months, they need to turn in a completed W9 in order to be added to CODA.
- If a traveler changed his or her address, please info the department CODA person to submit a request to have the new address updated in the system.

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2. Certify that you are not subject to backup withholding, or as a U.S. sempt pape. If applicable, you are also certifying that as a S. Sperson, you allocable share of any partnership norms from U.S. stade or business is not subject to the withholding tax on U.S. stade or business is not subject to the withholding tax of the partnership comes from U.S. stade or business is not subject to the withholding tax of the partnership comes from U.S. stade or business is not subject to the withholding tax of the partnership of

Return from Conference

- The following information should be supplied to the coordinator upon return:
- 1. Signed travel forms (Pre-Approval and T&E)
- 2. Conference Agenda
- 2. Original receipts and/or proof of payment for any travel expenses
- Hotel
- Airfare (to be deducted from the approved limit)
- Baggage fee
- Registration
- Taxi cab
- Parking
- Mileage (must include MapQuest)

Signed Travel Forms

 There are a total of 2 forms that need to go along with the "travel package"

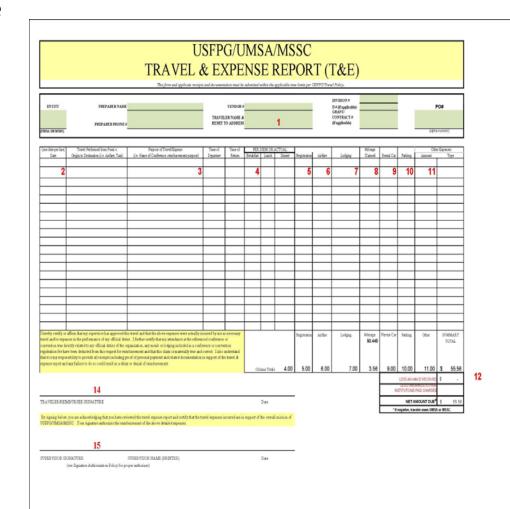
- 1. Pre-Approval
- 2. T & E



The UMSA Travel & Expense (T & E)

The following items need to be complete for timely processing:

- 1. Traveler's Name & Address
- Travel Date
- 3. Purpose of Travel
- 4. Per Diem Meals (broken down by date & meal type)
- 5. Registration Fee
- 6. Airfare (if applicable)
- 7. Lodging (if applicable)
- 8. Mileage Claimed (if applicable)
- 9. Rental Car Fees (if applicable)
- 10. Parking Fees (if applicable)
- 11. "Other" Expenses Amount
- 12. Less travel advance or amount paid directly to organization
- 13. Total Expenses (formula)
- 14. Traveler's Signature
- 15. Supervisor's Signature



Meals/Per Diem

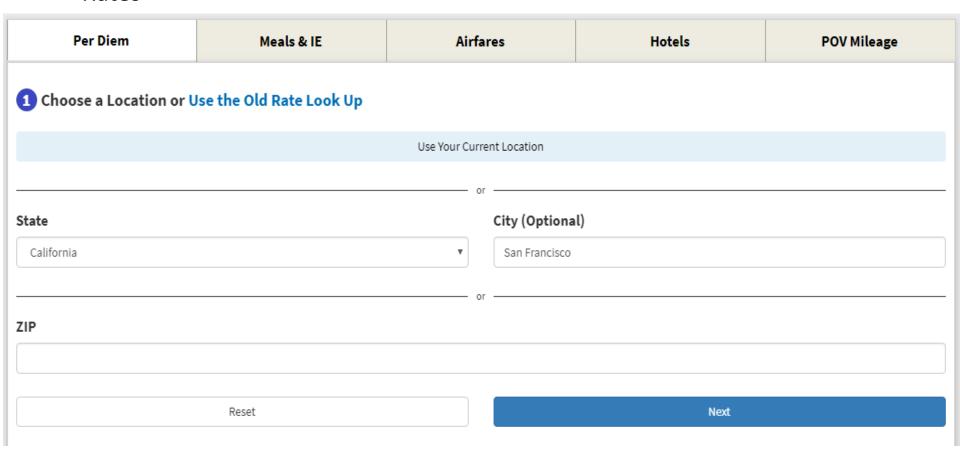
- The per-diem rate is the IRS per diem rate and is based upon the conference destination.
- Per diem must be reduced by the amount of any meals provided at conference (even if they did not attend)
- The per-diem should be broken down by day and meal.
- Meal receipts are not necessary, use per diem rate instead.

For travel days, it depends upon the time of departure.

- Breakfast travel begins before 6am and extends beyond 8am
- Lunch travel begins before 12noon and extends beyond 2pm
- Dinner travel begins before 6pm and extends beyond 8pm, or when travel occurs during night hours due to special assignment

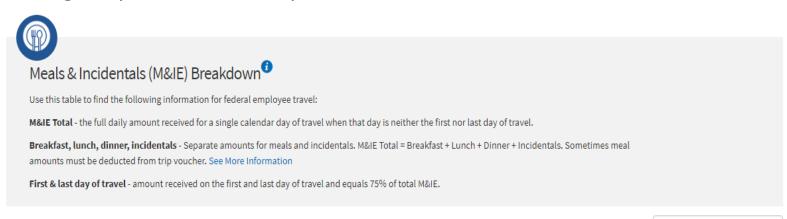
Calculating Per Diem:

- Go to www.gsa.gov and click on the line on the left "Per Diem Rates"
- Click on the state of the travel destination
- Enter the City name. It is optional. Click Next. Then Click Look Up Rates



Meals/Per Diem

The Breakdown of Meals and Incidental Expenses chart below gives you a breakdown per meal.



					Search.						
Primary Destination ①	County 🛈	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 1				
San Francisco	San Francisco	\$76	\$18	\$19	\$34	\$5	\$57.00				
Showing 1 to 1 of 1 entries											

San Francisco, CA breaks down to \$18 for breakfast, \$19 for lunch and \$34 for dinner. Enter these amounts on the T & E by day.

Subtracting for Meals Provided

Attached is the "At-a-Glance Schedule. This is used to determine the per diem. Every travel reimbursement MUST have a conference schedule.

Schedule at a Glance

FRIDAY October 15

Registration 5:30 am-8:00 pm

Continental Breakfast

GI Pathology & Imaging Course 7:00 am-12:35 pm

> ASGE-Sponsored Endoscopy Course 7:55 am - 5:15 pm

Practice Management Course 8:00 am-5:00 pm

What's New in GI Pharmacology Course 1:45 pm-5:00 pm

ACG Store 2:00 pm-6:00 pm

Networking, Negotiating and Leadership Skills Workshop 4:00 pm-8:00 pm

Recertification Preparation and Update Course 5:30 pm-9:00 pm

SATURDAY October 16

Continental Breakfast 7:00 am - 7:45 am

Registration 7:00 am - 5:15 pm

Postgraduate Course 7:50 am-5:00 pm

Auxiliary Registration/ Hospitality Suite 8:00 am-12:00 noon

ACG Store 8:00 am - 5:15 pm

David Sun Lecture 10:00 am - 10:30 am

Optional Learning Luncheons (ticket required) 12:20 pm-1:35 pm

Career Opportunities for Women in GI Luncheon (ticket required) 12:20 pm - 1:35 pm

> GI Jeopardy 5:15 pm-7:00 pm

SUNDAY October 17

Continental Breakfast

Registration 7:00 am - 6:30 p

Postgraduate Course 7:50 am-5:00 pm

Auxiliary Registration/ Hospitality Suite 8:00 am - 12:00 noon

ACG Store 8:00 am-5:15 pm

Optional Learning Luncheons (ticket required) 12:20 pm-1:35 pm

Trainees Luncheon (ticket required) 12:20 pm-1:35 pm

Gl Mid-level Providers
Luncheon
(ticket required)
12:20 pm-1:35 pm

Exhibit Hall Opens 3:30 pm-7:00 pm

Hands-on Workshop Center

Job Forum 3:30 pm-7:00 pm

Poster Sessions 3:30 pm-7:00 pm Exhibitor Theater/

FAQ Theater 5:00 pm-5:30 pm

Trainees' Forum 5:15 pm-7:00 pm

Exhibitor Theater/ FAQ Theater 6:00 pm-6:30 pm International Attendee Reception

6:00 pm-7:00 pm Women and Minorities in GI Reception 6:00 pm-7:00 pm

Alumni Receptions 6:00 pm-7:00 pm

MONDAY October 18

Registration 6:00 am - 5:45 pm

Optional Breakfast Sessions (ticket required) 6:30 am - 8:00 am

GI Mid-level Providers
Breakfast
(ticket required)
6:30 am-8:00 am

Annual Meeting 7:50 am-5:45 pm

Auxiliary Registration/ Hospitality Suite 8:00 am-12:00 noon

ACG Store 8:00 am - 5:30 pm

Presidential Address 9:00 am-9:25 am

Exhibit Hall 10:00 am-4:30 pm

Hands-on Workshop Center NEW 10:00 am-4:30 pm

> Job Forum 0:00 am - 4:30 pm

Poster Sessions 10:30 am-4:00 pm

Exhibitor Theater/ FAQ Theater 12:45 pm-1:15 pm

Lunch Break 12:45 pm-2:15 pm Exhibitor Theater/ FAQ Theater 1:30 pm-2:00 pm

1:30 pm-2:00 pm

The American Journal of Gastroenterology Lecture
3:05 pm-3:35 pm

ACG Business Meeting 5:45 pm-6:15 pm

President's Reception 6:15 pm-7:45 pm



Subtracting for Meals Provided

- Highlight any meals that were provided at the conference.
- Look for the keywords "Reception" this indicates a meal was provided.
- Note any events where an additional fee is required do not reduce the per diem

Schedule at a Glance

FRIDAY

Registration 5:30 am - 8:00 pm

Continental Breakfast 6:30 am - 8:00 am

GI Pathology & Imaging Course 7:00 am - 12:35 pm

ASGE-Sponsored

Practice Management

What's New in GI Pharmacology Course 1:45 pm - 5:00 pm

ACG Store 2:00 pm-6:00 pm

Networking, Negotiating and Leadership Skills Workshop 4:00 pm - 8:00 pm

SATURDAY October 16

10:00 am - 10:30 am Optional Learning Luncheons

Career Opportunities for Women in GI Luncheon

SUNDAY

October 17 ******

Postgraduate Course 7:50 am-5:00 pm

Auxiliary Registration/ Hospitality Suite 8:00 am - 12:00 noon

Trainees Luncheon

(ticket required) 12:20 pm - 1:35 pm

GI Mid-level Providers

Hands-on Workshop Center

Poster Sessions Exhibitor Theater/ FAQ Theater 5:00 pm-5:30 pm

Trainees' Forum 5:15 pm - 7:00 pm Exhibitor Theater/ FAQ Theater 6:00 pm-6:30 pm

nternational Attendee Vomen and Minorities in GI Reception 6:00 pm - 7:00 pm

Alumni Receptions 6:00 pm - 7:00 pm

Annual Meeting 7:50 am - 5:45 pm

Optional Learning Auxiliary Registration/ Hospitality Suite 8:00 am-12:00 noon (ticket required) 12:20 pm - 1:35 pm

Presidential Address 9:00 am-9:25 am

Exhibit Hall 10:00 am-4:30 pm

MONDAY

October 18

Registration 6:00 am - 5:45 pm

Optional Breakfast
Sessions

(ticket required) 6:30 am - 8:00 am

GI Mid-level Providers
Breakfast

(ticket required) 6:30 am - 8:00 am

Luncheon (ticket required) 12:20 pm-1:35 pm Hands-on Workshop Center

Poster Sessions 10:30 am-4:00 pm Exhibitor Theater/ FAQ Theater 12:45 pm-1:15 pm

Lunch Break 12:45 pm-2:15 pm

Exhibitor Theater/ FAQ Theater 1:30 pm-2:00 pm

The American Journal of 3:05 pm - 3:35 pm

President's Reception 6:15 pm - 7:45 pm

October 15

8:00 am - 5:00 pm

Recertification Preparation 5:30 pm-9:00 pm

Registration 7:00 am - 5:15 pm

Postgraduate Course 7:50 am-5:00 pm

8:00 am - 12:00 noon

ACG Store 8:00 am - 5:15 pm David Sun Lecture

(ticket required) 12:20 pm-1:35 pm

(licket required) 12:20 pm-1:35 pm

GI Jeopardy 5:15 pm - 7:00 pm





Subtracting for Meals Provided

•Use the agenda to complete the per diem on the T & E listing each meal separately. For our example, if the traveler left Tampa at 2:00 pm on 10/14 and returned at 3:00 pm on 10/19, the per diem would look like this:

(one date per line)	Travel Performed from Point of	Purpose of Travel/Expense	PER I	DIEM OR	ACTUAL					
Date	Origin to Destination (i.e. Airfare, Taxi)	(i.e. Name of Conference, reimbursement purpose)	Departure	Return	Breakfast	Lunch	Dinner			
10/14/18 ACG Conference Sai		San Francisco, CA	2:00 PM				34.00			
10/15/18					x	19.00	34.00			
10/16/18					x	19.00	x			
10/17/18					x	19.00	34.00			
10/18/18					18.00	19.00	x			
101/19/18	Return to Tampa			3:00 PM	18.00	19.00				
I hereby certify o	r affirm that my supervisor has approved	this travel and that the above expenses were actua	ally incurred	d by me as						
necessary travel	and/or expenses in the performance of m	y official duties. I further certify that my attendanc	e at the refe	erenced						
conference or con	nvention was directly related to my offici	al duties of the organization, any meals or lodging i	included in	a						
conference or con	nvention registration fee have been dedu	cted from this request for reimbursement and that t	this claim is	materially						
true and correct.	I also understand that it is my responsib	ility to provide all receipts including proof of perso	nal paymer	nt and						
related document	tation in support of the travel & expense	report and any failure to do so could result in a dela	ay or denia	l of						
reimbursement.										

UMSA Travel & Expense Form

Finish completing the T &E A few things to note:

- If a registration fee was reimbursed previously to the individual, list that on the T&E but subtract that from the Less Advance Received.
- If airfare was paid directly by UMSA through Concur, list that on the T &E but subtract that from the UMSA paid charges.
- An example of a completed form is shown to the right. The only thing that's left is **BOTH** the traveler and his or her supervisor to sign it.

USFPG/UMSA/MSSC TRAVEL & EXPENSE REPORT (T&E)

This form and applicate receipts and documentation must be submitted within the applicable time limits per USFPG Travel Pol

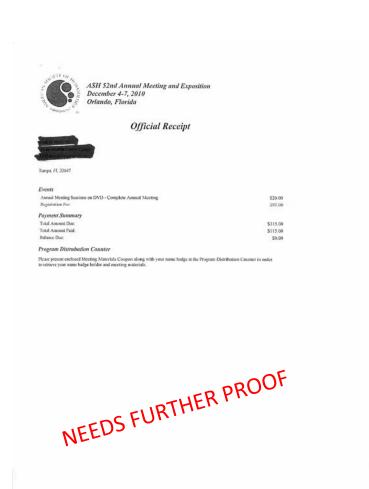
										DIVISION #					
ENTITY	PREPARER NAME			RAVELER						D # (if applica GRANT/				-	0#
				E & REMIT						CONTRACT #					
UMSA	PREPARER PHONE		TO	ADDRESS						(if					
(UMSA OR M	SSC)													(alpha	-numeric)
(one date per line		Purpose of Travel/Expense	Time of	Time of			ACTUAL				Mileage			Othe	Expenses
Date	Origin to Destination (i.e. Airfare, Taxi	e. Name of Conference, reimbursement purpo:	s Departur	Return	Breakfas	Lunch	Dinner	Registration	Airfare	Lodging	Claimed	Rental Car	Parking	Amount	Туре
10/14/18	ACG Conference	San Francisco, CA	2:00 PM				34.00	200.00	350.00	229.00					
10/15/18					x	19.00	34.00			229.00					
10/16/18					х	19.00	Х			229.00					
10/17/18					x	19.00	34.00			229.00					
10/18/18					18.00	19.00	х			229.00					
101/19/18	Return to Tampa			3:00 PM	18.00	19.00									
		proved this travel and that the above expenses						Registration	Airfare	Lodaina	Mileage	Rental Car	Parking	Other	SUMMARY
		formance of my official duties. I further certify									\$0.545				TOTAL
		ctly related to my official duties of the organiza tration fee have been deducted from this request													
		lso understand that it is my responsibility to pr													
including proof	of personal payment and related doc	omentation in support of the travel & expense					022.00	000 00	250.00	4.445.00					
failure to do so	could result in a delay or denial of rei	mbursement.			Colur	nn Totals	233.00	200.00	350.00	1,145.00	•			•	\$ 1,928.00
												LE	ESS ADVAN	CE RECEIVED	\$ 200.00
														MSSC/OTHER	
												INSTI		ND CHARGES	\$ 350.00 \$ 1,378.00
TRAVELER/RI	EIMBURSEE SIGNATURE					Date								DUNT DUE*	* 1,1.1.1.1
												" If nega	ative, trave	ler oves UM	SA or MSSC
		ave reviewed the travel expense report and cert				urred are	in support of								
the overall mis	sion of USFPG/UMSA/MSSC. Your s	ignature authorizes the reimbursement of the a	bove deta	iled expense	18.										
SUPERVISOR S	RICNATURE	SUPERVISOR NAME (PRINTED)				Date									
DOI LEVIDOR	HOLLS ON	POT ERVIDOR TABLE (FRINTED)				Date									

Receipts and Proof of Payment

"When reimbursing individuals for expenses paid out-of-pocket, clear and evident proof of payment made by the individual requesting reimbursement is required."

- Original receipts are required
- Receipts must show both WHO and HOW paid

This receipt only shows paid. It does not show WHO paid or HOW it was paid, so the traveler will need to submit further proof of payment, such as a cancelled check or copy of their credit card statement



Hotel Expense

- •Original itemized receipt required. The hotel bill needs to show a payment made by the traveler resulting in a zero balance.
 - •The example to the right does NOT show a \$0 balance so the traveler must also supply proof of payment such as credit card statement.
- Subtract any room service charges
- •The maximum rate is \$250 per night unless it is the Conference hotel
- •Traveler is only allowed 1 day prior to conference
- •Local hotel not reimbursable. Must be farther than 50 miles from USF



Airfare

Travelers must book their airfare through the AAA website starting July 1, 2012 by using the four digit TAR number and the four digit department code assigned in CODA. Traveler must provide a copy of the email receipt with the amount from AAA to be deducted from the approved amount of the trip.



Other expenses

<u>Taxi cab-</u>Original receipts required for all taxi fares. Tip should not exceed 15%

Parking- Original receipts required

Mileage - A map-quest printout showing the number of miles between locations. The current mileage rate is \$.545 per mile.



Finally...

- The traveler has 45 days from the last day of his or her trip to submit their paperwork.
- The maximum allow per trip a traveler can receive is \$2,000.
- It takes several weeks for a reimbursement to be issued. Any incomplete forms will result in further delays.

Final Thoughts...

- Remember the purpose of the funds are to support resident education.
- Also keep in mind that these are government funds, so they take a while to process due to auditing & accounting requirements. Please be patient.
- Thank you!!

