

## TRAVEL BASICS FOR TRAVEL PLANNERS

This is a **general** guide to how the travel process works for a typical trip.

When an employee travels, a verbal approval from the supervisor is requested and then the trip details are arranged.

The department administrative assistant or secretary generally acts as the “travel planner” for the department. The travel planner makes the arrangements for the employee’s conference registration, airline reservations, hotel reservations and, if necessary, rental car reservations.

Before any money is committed, a travel authorization/encumbrance (T-Number) needs to be input in Banner for each person traveling. The Banner process assigns a system-generated “T-Number” to the trip. This travel encumbrance not only sets aside the funds for the travel, but also establishes College liability and approval for the trip. Easy to follow, step-by-step directions, can be retrieved on-line at [BANNER 9 TRAVEL ENCUMBRANCE TRAINING](#). Travel encumbrances should be completed and approved prior to any expenses being incurred. *Remember:* If the traveler is the Budget Center Manager, the specific BCM account codes need to be used on the travel encumbrance and not the usual staff or faculty account codes. By using the appropriate BCM account code, it ensures the encumbrance will be approved by the correct approver. A Budget Center Manager may not approve their own travel – the T-Number and settlement must be approved by the BCM’s supervisor. For non-college employees or student travelers, a Z-Number must be requested from the travel desk, in lieu of a T-Number.

If the trip is to an international destination, there are some specific forms and approval which need to be completed before any expenses are committed to by the traveler or travel planner. International travel is governed by a separate College policy and procedure. In general, travel to international destinations requires appropriate Vice President and President pre-approval. Travelers should consult the “International Programs” policy and procedure, and the Business Office – Travel web page for the current required forms.

- Registration Fees – The travel planner needs to make sure any registration fees are paid for the conference or events the employee will be attending by either paying for them on a P-Card/T-Card or submitting a payment request. The traveler may also pay up-front expenses with their own funds and be reimbursed for all expenditures with the travel settlement.
- Hotel Reservations – It is preferred that hotels be reserved and paid for by the traveler on a personal credit card and then be reimbursed as part of the travel settlement. If first-night rooms are charged to the credit card far in advance of the trip, a Travel Expense Reimbursement Form including the hotel receipt and conference/meeting agenda/schedule may be sent to the Travel Desk for reimbursement so the traveler may pay their credit card without incurring finance charges. Hotels may be paid with a department P-Card/T-Card. *Note: A hotel may require the credit card that was used to reserve the room be present at check in – in order to avoid this issue, please contact the hotel when reserving a room to ensure smooth check in for the traveler.*
- Airline tickets: Flights are reserved by the travel planner with the State Travel Office ([statetravel@utah.gov](mailto:statetravel@utah.gov) or 801-538-3350) and billed directly to the College. State Travel will ask for the T-Number and Accounts Payable will re-allocate the charges to the department index listed on the travel encumbrance once a month. The State Travel Office is also able to make car rental reservations and hotel arrangements if there isn’t a specific hotel being used by the conference. If the traveler

chooses to purchase airfare privately, rather than using the State Travel Office, that may be done based on a few conditions:

1. A quote from the State Travel Office must be obtained for a 14-day advance purchase airline ticket going from Salt Lake City to their destination city for the business only dates of travel.
  2. The price of the airfare to be purchased personally by the traveler would be a savings as compared to the airfare quoted by State Travel plus the booking fee.
- Rental Cars: If a rental vehicle is needed, it must be authorized by including it in the Document Text on the travel authorization. The vehicle is reserved with the State Travel Office or directly with the rental agency. The corporate account number must be given at the time of reservation to ensure that required collision & liability insurance is included with the contracted rates, and this insurance should not be purchased separately. The rental expenses will be charged on the credit card (personal or college-issued) of the person driving the vehicle at the time the vehicle is checked out at the rental agency.

The College prefers that employees who are traveling on College business use a credit card for trip expenses in lieu of carrying large amounts of cash. The employee may apply for a corporate travel card offered by the College or use a personal credit card for the travel costs. If the employee does not have a personal credit card, or does not want one, it is possible to issue a travel advance check for up to 90% of the estimated trip costs that will be paid by the employee.

If a 90% advance check is needed, the information needs to be noted on the Document Text page of the travel encumbrance. All advance checks must be requested on a Travel Expense Reimbursement Form with an explanation of the projected expenses, copy of conference/meeting schedule/agenda, and MUST have BCM signature approval. A request for cash should be submitted to the travel desk, and not entered into SLCCBuy, at least 10 days prior to the trip occurring to ensure funds can be processed for the traveler in time.

It is College travel policy that each traveler submit a Travel Settlement Voucher to Accounts Payable within 5 days of the traveler's return to Salt Lake to reconcile the trip costs and process any reimbursements needed for expenses that have not already been advanced to the employee. The travel settlement is also necessary to close the travel encumbrance in Banner and release any remaining funds encumbered on the department budget.

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