Tips for efficient travel reconciliation

Start early! It is best to move transactions on your P-card to a report as the charges start coming in. If you have a new traveler, add them to Cardquest before the trip so you can start reconciling early.

Work with your Grants Manager to understand what charges are allowed on specific awards.

Remind grad students yearly to apply with the Grad Office to receive $500 travel award.

Send all paper receipts in provided blue envelopes to Procurement Services.
Travel Expense Statement Summary

Personal Information
Name: ____________________________
Faculty Advisor: ___________________
PTA to use: _______________________

Trip Information
Destination: _______________________
Purpose of Trip: ____________________
Beginning and End date of Trip: ____________

Expense Details

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Supplier Name(s) with corresponding amounts</th>
<th>Traveler TOTAL</th>
<th>Caltech Credit Card TOTAL</th>
<th>Check Payment needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Airfare</td>
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<tr>
<td>Checked baggage fee</td>
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<tr>
<td>Taxi, shuttle, bus</td>
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<tr>
<td>Train</td>
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<tr>
<td>Hotel - lodging</td>
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<tr>
<td>Parking</td>
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<tr>
<td>Internet connection fees</td>
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<tr>
<td>Meals with receipts</td>
<td></td>
<td></td>
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<tr>
<td>Per Diem Meals (list exceptions)</td>
<td></td>
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<tr>
<td>Miscellaneous - explain</td>
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</tbody>
</table>

TOTAL: ____________________________________________
Most Common Errors

Not utilizing the online portal for booking federal foreign travel and not attaching proper documentation.

Not including a traveler's signature when submitting the travel report. If the traveler has already left Caltech, you can use the “Missing Traveler Signature Certification Form” found on the Procurement website. This would not be necessary if you are the delegate for traveler.

Not itemizing liquor expenses from a “Meals Actual” charge. Make sure to code the liquor as “unallocable” and is charged if needed to a discretionary account, or marked as personal.

Not including complete airline documentation including flight dates/times and carrier detail. It is important to make sure the receipt includes the last 4 digits of the credit card that was used to pay for airfare.

Charging economy plus or business class on a federal award without prior approval.

Purchasing additional insurance for either auto or airfare as it is not reimbursable. It is important that when a car rental is reserved that you provide the Caltech agreement code (found on the procurement website).

Not using the automated system to calculate per diem. Another error is not including the calculation details when using self calculating method. (The per diem rates can be found on the GSA website.)
Most Common Errors (cont’d.)

- Mixing per diem and meals actual on the same report. (Exception: Business meal with attendees.)
- Incorrect trip dates and description entered in the header.
- Not checking the medical exception box for travelers requiring medically necessary flight upgrades.
- Not including division level approval for business, first class domestic air, or first class foreign air.
- Not checking the wire box on the header if a wire transfer is needed.
- Using the incorrect deposit form for reimbursements and sponsor refunds.
- Relocation expenses cannot be paid on the Pcard or expensed in CardQuest. Moving and relocation expenses are subject to tax reporting and need to be submitted on a payment request in Techmart.
- Consultant travel cannot be processed in CardQuest. All consultants should include travel expenses on an invoice which should be processed through Purchasing.
Correct report title includes traveler name, dates and destination:
   Campbell, 11/12-13/2018, Pasadena

Business Purpose – why are they traveling
   • Attend Engineering Mechanics Institute (EMI) – explain acronym in comments section
   • Meet with research collaborator(s)
   • Giving a research talk
Personal Expenses and Refunds

• Drop off checks for personal purchases and sponsor refunds in the drop box located on the 2nd floor in Keith Spalding (behind the glass doors across from the elevator). A copy of the deposit slip should be attached to the report in CardQuest as well as a scanned copy of the check.

• In the event that there is a personal charge on the traveler’s Pcard, check the box on the expense line for “personal” purchase. The personal purchase amount will then deduct from any funds due to the traveler.
Sponsor Refunds

• If the traveler is due funds or if the sponsor refund has been received after you have submitted the report, enter the refund on a report by itself. That way a negative amount will feed in to Oracle and the refund check can be applied.

• If funds are due to a traveler on a report do not enter a sponsor refund on the same report unless the traveler has kept those funds. When you enter the negative line on the report it will deduct anything due to the traveler.

• Please be sure to use the correct deposit form for sponsor refunds and attach a copy of the deposit slip to the report.

• Note: Deposits can only be made into a non-federal account. In the event you need to refund a federal account a cost transfer may be necessary.
Forms

Purchasing Forms
Support Forms
Travel Forms
Payment Forms
P-Card Forms
Supplier Forms
Travel Forms

- Missing Traveler Signature Certification Form (PDF)
- Travel Missing Receipt Form (PDF)
- Use of Foreign Carrier Certification Form (PDF)
- CardQuest Wire Transfer Request Form (PDF)
Use this form when a refund is provided to Caltech (i.e. sponsored refund or personal charges, etc.)
Reminder: Per diem is 75% on the first and last days of travel. Per diem cannot be combined with meals actual.
• **Hotel, Airfare, Auto Rental and Registration**
  • If these receipts were received *electronically (vendor is sending it electronically)*, they *do not need* to be submitted in the blue receipt envelope. However, if the receipt was received in an *original paper* form, *it must be* submitted in the blue envelope even if a picture of the receipt is taken.

• **Original paper receipts** for expenses $75.00 and over must be imaged and attached to the expense line and submitted in the blue receipt envelope.  
  *This is a requirement per FAR Regulation 4.703 and FAR Regulation 4.704*

• **EAS Division** would like travel reports to include all receipts (even if under $75) **UNLESS** a meal receipt IS NOT itemized. Note: Travelers should be providing itemized receipts.
ADDENDUM –ALLOCATING EXPENSES

- Allocate all, especially large expense items as you book them. Funds are committed overnight in Oracle.
  - Conference Registration
  - Airfare
  - Car Services

- Benefits
  - Funds are earmarked for travel and not elsewhere
  - PTA projections more accurate
  - Fewer Cost Transfers