

FOR: E-MAIL DIGEST
FROM: CLAIRE PURDY
SUBJECT: UPDATES TO TRAVEL EXPENSE REPORTING
DATE: JULY 5, 2011

A new travel expense report will be required for all travel occurring on or after July 1, 2011. As required by the University's travel policy, expenses for all travel must be reported whether personal reimbursement is required or not.

The travel expense report has been updated from an Excel-based printed document to an electronically submitted Excel spreadsheet. To aid compliance with the University's travel policy, this spreadsheet accommodates documentation of all expenditures of a business trip, whether made from personal funds, prepaid through Accounts Payable, or made on a UA P-Card (VISA). The new spreadsheet and related process provides many advantages:

- Easier for the employee to provide all trip expenditure data, which allows for more accurate calculation of the reimbursable amount.

- Total cost of the trip can be captured in one document making it easier for supervisors to thoroughly review each trip's cost and compare it to the amount approved.

- Inclusion of P-card transactions within the report provides supervisors with more