

GROUP TRAVEL INSTRUCTIONS (Travel Policy & Procedures apply)

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Requesting Group Travel for Domestic (U.S.) and Foreign Group Travel - (BEFORE TRIP)

Please note - A group must consist of at least one full time faculty/staff member and one student.

- You can only request money for *travel* related expenses for the group.
- All forms can be found at *Division of Finance & Administration Forms/Travel/Group Travel*.
- Please remember that if you are using a grant account, the document must go through Grant Accounting in WAB for their approval prior to coming to Accounts Payable.
- The following paperwork needs to be completed prior to the trip by the person requesting the advance (Payee/Group Leader).

1. Payment Authorization:

- Enter Payee WKU 800#. Payee name should be a full time employee responsible for the funds and the group trip 'leader'.
- Complete the Index & Commodity codes and total amount of Group Travel Fund Advance requested. All Commodity codes can be found in banner at FTVCOMM.
- Description-
 - Line 1: GROUP TRAVEL ADVANCE/Purpose
 - Line 2: Destination city, state/country
 - Line 3: Dates of trip
 - Line 4: **International Travel Only**- Include any additional funds you will be requesting (P-card Advance and/or Wire). The PA form still must be completed even if the bulk of funds will be handled through wire transfer or ATM cash withdrawal. All ATM and wire transactions must utilize the same Payee/Recipient name, even if the trip is co-directed with another leader. Please review the International Group Travel P-card instructions which can be found at *Division of Finance & Administration/Purchasing/Procurement Card/International GT Study Abroad P-card Guidelines*. (These guidelines cover travel for FLSA & KIIS only)
- Signatures required on the bottom of the form-
 - Recommended for payment by: Is the person preparing the form and the recipient of the funds.
 - Approved by: Is Dean, Director or Department Head responsible for the index being used.

2. Estimated Group Travel Advance Request Form: This form is an itemized list of the total Group Travel expenses you are requesting advance funds for. The Payee Signature (full time employee responsible for the funds) **must** be signed by Recipient. Permission cannot be given for someone else to sign for them. The Dean, Director or Department Head must sign Approved by.

3. Group Travel Roster: (list **everyone** traveling with the group, including students, faculty and staff members).

Accounts Payable can usually process the check within 48 hours after receiving the completed and approved paperwork. You will be notified when the check is ready so that it can be picked up.

Completing Group Travel for Domestic (U.S.) Group Travel - (AFTER TRIP)

Once you return from your trip, a group travel expense voucher must be completed no later than 10 business days following the conclusion of the trip. All unused funds must be returned to Accounts Payable immediately upon return.

1. Group Travel Expense Voucher (Domestic/U.S.):

Complete the entire Domestic (U.S.) Group Travel Expense voucher on line by using the appropriate Forms link at *Finance & Administration Forms/Travel/Group Travel*. (No handwritten vouchers will be accepted). Print only the completed pages and submit single sided documentation. The voucher has 4 parts (Group Voucher Main Page, Meal Expense section, Other Expenses section and Non Reimbursable Expenses-paid by p-card)

- The check number and Payment Authorization number are required on the Group Travel Voucher. These can be obtained in Banner (FAIVNDH-Vendor Detail History).

- Only the Payee (group leader) can receive personal vehicle mileage on the Group Travel Voucher. If anyone else in the group needs to be reimbursed for personal vehicle mileage, they would need to complete an Individual Travel Voucher.

- Payee and approver signatures are required (also permission form from payee if another person was granted to sign on their behalf).

- Please list a FULL DESCRIPTION of type of purchase for each receipt listed on Other Expense page.

2. Meal Per Diem Sheet (for all travelers receiving per diem):

Total the meal Per Diem sheet and record the totals by date on the Meal Expense page of the Group Travel Expense Voucher.

- In regards to meals, everyone (faculty, staff and students) **must** sign each time they receive the meal per diem on the meal Per Diem Sheet (can be found on the Travel webpage under Forms). These totals by date will then be recorded on the Meal Expense page of this Group Voucher.

3. Receipts:

Original receipts are required for any expense \$10 and above. Receipts **must** be taped (no staples) to 8 ½ X 11 size paper for scanning purposes. No receipts should over-lap on the paper.

- Lost Receipts Affidavit is only used in “extreme” cases and should be looked upon as an exception. The Affidavit must be signed by the payee (group leader).

- If a receipt is not given, a receipt book can be utilized. The receipt must list the date, description of expense, amount and **SIGNED** by the person receiving the funds.

4. Roster:

A Group Travel Roster (final) listing all travelers must be attached. This can be found on the Travel webpage under Forms.

5. Group Travel Transmittal of Receipts Form:

This form is to record funds advanced, remaining funds turned in at conclusion of trip and any additional funds not used. This form can be found on travel webpage under Forms.

*If your expenses exceed the amount of the advance and your department allows the difference to be reimbursed to you, no additional paperwork will be required.

*If you spent more than the advance and your department will not allow any additional reimbursements, please note that on the group travel expense voucher.

*Obtain the approval signatures needed and return to Accounts Payable for processing.

Completing Group Travel for Foreign Group Travel - (AFTER TRIP)

Once you return from your trip, a group travel expense voucher must be completed no later than 30 business days following the conclusion of the trip. All unused funds must be returned to Accounts Payable immediately upon return. Please visit *Division of Finance & Administration/Purchasing/Procurement Card/International GT Study Abroad P-card Guidelines* to review the **Study Abroad Purchasing Card Guidelines**. Pam Davidson @745-4260 is the contact person if you have questions regarding the Purchasing Card. (These guidelines cover travel for FLSA & KIIS Only)

1. Group Travel Expense Voucher (Foreign):

Complete the entire Foreign Group Travel Expense voucher on line by using the appropriate Forms link at *Finance & Administration Forms/Travel/Group Travel*. (No handwritten vouchers will be accepted). Print only the completed pages and submit single sided documentation. The voucher has 3 parts (Group Voucher Main Page, Other Expenses section and Non Reimbursable Expenses-paid by p-card)

- The check number and Payment Authorization number are required on the Group Travel Voucher. These can be obtained in Banner (FAIVNDH-Vendor Detail History).
- Only the Payee (group leader) can receive personal vehicle mileage on the Group Travel Voucher. If anyone else in the group needs to be reimbursed for personal vehicle mileage, they would need to complete an Individual Travel Voucher.
- Payee and approver signatures are required (also permission form from payee if another person was granted to sign on their behalf).
- Please list a FULL DESCRIPTION of type of purchase for each receipt listed on Other Expense page.

2. Receipts:

Original receipts are required for any expense \$10 and above. Receipts **must** be taped (no staples) to 8 ½ X 11 size paper for scanning purposes. No receipts should over-lap on the paper.

- Lost Receipts Affidavit is only used in “extreme” cases and should be looked upon as an exception. The Affidavit must be signed by the payee (group leader).
- If a receipt is not given, a receipt book can be utilized. The receipt must list the date, description of expense, amount and **SIGNED** by the person receiving the funds.

3. Roster:

A Group Travel Roster (final) listing all travelers must be attached. This can be found on the Travel webpage under Forms.

4. Group Travel Transmittal of Receipts Form:

This form is to record funds advanced, remaining funds turned in at conclusion of trip and any additional funds not used. This form can be found on travel webpage under Forms.

*Attach documentation of any advanced amounts, including wire transfers and procard ATM withdrawals. A procard transaction sheet for ATM cash withdrawals can be obtained from your procard record keeper. If they need instructions, they can contact Pam Davidson. A copy of this report must be attached to group travel voucher.

*Attach the Per Diem page from <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> referencing those per diem amounts for that location.

*Employees who travel outside the United States will be responsible for all foreign currency conversions into US Dollars. Oanda is a popular website utilized for conversion. The dates of the conversions calculation need to coincide with the dates of the trip. Attach the Foreign currency exchange rate and its source (website or bank receipt).

*The **US dollar** amount and a brief description of purchase **must** be written on or near each receipt. This includes all receipts (Affidavits, receipt book, etc...)

*If your expenses exceed the amount of the advance and your department allows the difference to be reimbursed to you, no additional paperwork will be required.

*If you spent more than the advance and your department will not allow any additional reimbursements, please note that on the group travel expense voucher.

*Obtain the approval signatures needed and return to Accounts Payable for processing.