UNIVERSITY OF
NOTRE DAME
Mendoza College of Business

Travel & Expense -- Overview

The purpose of this document is to equip students with information that results in travel decisions that:
- Manage costs and stays within the allowances generously afforded us by the University.
- Organize travel and expenses to make the backend expense reporting as seamless as possible.
- Explain best practices for completing an expense report accurately and on-time.

Travel & Expenses

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Travel & Expense -- Procedures

Expense Limits

Each Interterm opportunity requiring travel has a budget limit on expenses for transportation, lodging, and meals based on location. Limits will be shared with the confirmation on which project you have been selected into post-registration, along with specific information for that location. Full trip documentation will be required as outlined in this document. Strict adherence to the budget limits is required. **If the total expense request exceeds the capped amount, the expense report will be approved at the budgeted limit.**

Expense Policies

While each student is given discretion on making their travel arrangements, students are expected to live within the budget allotment carefully laid out for each location. Specifics on what can be expensed, as well as parameters for selecting hotels, meals, etc. are outlined in this document. Please be familiar with this information as some expenses may not be covered. Save all of your receipts. The University requires full trip documentation for auditing purposes.

Student Services asks that you make the following travel and expense decisions to manage costs:

- Seek the best regional airfare and ground transportation available (SBN, MDW, ORD).
- Select moderately priced hotels (ex: Courtyard Marriott, Hampton Inn), AirBnBs, and restaurants.
- Always check Uber/Lyft availability before reserving lodging as some locations may have limited availability. In some instances, renting a car may be less expensive – locations where this is likely has this noted in the "Project Venue Address & Travel" section of the Project Description.
- Share rooms/stay in the same hotel or AirBnB as your team whenever possible.
- Observe meal allowances for breakfast ($15), lunch ($25), and dinner ($35) (limits that exceed specified allowances will be subject to adjustment).
- When submitting a meal expense, always check "no alcohol" – alcohol is not reimbursable.
- Always provide comments in your line item expenses to clarify who and what the expense was for (e.g., dinner on Jan. 1).
- FOAPALs should be left at the default and will be changed by Student Services accordingly.
- In the event that you do not incur cost for any leg of your trip (e.g., room sharing, staying with family, etc.), a line item with comments and a zero balance are still required to be submitted as part of the expense report.

Expense Reporting

Travel expense requests must be processed through the University's expense website at https://travel.nd.edu. Expense reports must be logged within 60 days of the travel date. Processing can take up to 15 business days.

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Travel Planning

Flights / Airfare

- Consider the best rate (including ground transportation) to manage cost from regional airports (SBN, MDW, ORD) - *e.g., if the cost of ground transportation to one of the Chicago airports is equivalent to the cost of a flight out of the South Bend airport, flying from South Bend is a better option*.
- If you are returning to South Bend directly after Interterm because you are not planning to travel to another destination, a round trip ticket should be booked.
- If you are **NOT** returning to South Bend after Interterm:
  - A **one way** ticket should be booked to your Interterm destination along with the following:
    - A **separate** official quote from the airline for a one way ticket back to SBN (this quote will be used for reimbursement and must be attached to the expense report).
  - On your expense report, you will need to provide your **actual** return flight receipt from your alternative destination along with your **quote** back to South Bend. The lesser of the two flights will be reimbursed.
  - All other personal travel should be booked separately.

EXAMPLE:

Actual Flights

Flight itinerary for John Smith

John Smith has shared this upcoming United flight itinerary with you.
Message:

Confirmation number: Chicago, IL, US (ORD) to Denver, CO, US (DEN)

IXZ1XM

Purchase summary

1 Adult (18-64)	$300.47
Taxes and fees	$36.83
Total	**$337.30**

Credit card payment: $337.30 (Visa-**1234)

Trip summary

Sun, Mar 1

UA 765 — Nonstop

5:53 pm → 7:36 pm — Duration: 2h 43m United Economy (H) Meals for purchase
Chicago, IL, US (ORD) → Denver, CO, US (DEN)
Wi-Fi

Travelers

| John Smith | ORD to DEN | 36A | Email address: john.smith@gmail.com Home phone: +1 5999564123 |

Flight itinerary for John Smith

John Smith has shared this upcoming United flight itinerary with you.
Message:

Confirmation number: Denver, CO, US (DEN) to New York, NY, US (LAG)

HXZ2XN

Purchase summary

1 Adult (18-64)	$192.45
Taxes and fees	$36.83
Total	**$229.28**

Credit card payment: $229.28 (Visa-**1234)

Trip summary

Thu, Mar 5, 2019

UA 454 — Nonstop

5:22 pm → 10:05 pm — Duration: 4h 43m United Economy (H) Meals for purchase
Denver,CO US (DEN) → New York, NYUS (LAG)
Wi-Fi

Travelers

| John Smith | DEN to LAG | 6A | Email address: john.smith@gmail.com Home phone: +1 5999564123 |

Please note that airline tickets for Interterm travel may NOT be booked with Miles or Rewards.
*These will **NOT** be reimbursed.*

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Travel & Expenses

Quoted Flight

Thu, Mar 5
Delta

From Denver Intl. (DEN)
To   South Bend Intl. (SBN)

2:43pm → 9:28pm   4h 45m, 1 stop
DEN   SBN   DTW

Fare Rules and Restrictions:
• Airline assigns seats
• Bring a carry-on bag

Show flight and baggage fee details ⏷

‹ Change flights

Select your fare

◉ Basic Economy   Cheapest
  Cabin: Economy/Coach $239.20

  ❸ Checked Bags   ✗ Seat Choice   ✔ Carry On Bag
  ✗ Cancellation   ✗ Changes   ✔ Personal Item

Show more ⏷

Trip Summary
Traveler 1: Adult ⚥ $239.20
  Flight $200.93
  Taxes & Fees $38.27
Booking Fee $0.00

Trip Total: **$239.20**
❶ Price Guarantee
Rates are quoted in US dollars

❶ **Important Flight Information**
We want you to know the airline you're travelling with has the following restrictions regarding your flight.

• Tickets are **non-refundable** 24 hours after booking and **non transferable**. Name changes are not allowed.
• Fare Rules and Restrictions:
  🚫 Airline assigns seats
  ✔ Bring a carry-on bag
  $ Pay to bring a checked bag
  🚫 No refund 24 hours after booking
  🚫 Changes not allowed
  ✔ Bring a personal item
  🚫 Upgrades not allowed
  • Board in last group

Lodging (Hotel/AirBnb)

Plan according to these guidelines:
- As close to project venue location as possible.
- Diminish Lyft/Uber costs as much as possible.
- If appropriate hotels are not available, or too costly, an AirBnb is acceptable.
- Share rooms whenever possible:
    - At a minimum, communicate with your team and stay at the same hotel to help manage costs.
    - Select a modestly-priced hotel (e.g., Hampton Inn, Courtyard by Marriot).
    - Hotels paid in Points, Miles, or Rewards will **NOT** be reimbursed.
- What if these chains are not available?
    - Choose wisely (modestly priced - a 3-star hotel is a safe guideline).
    - Always check Lyft/Uber availability before booking.

Ground Transportation (Lyft/Uber/Taxi or Car Rental)

Availability is based on location.
- Share rides as much as possible.
- If Uber is not readily available in your location, **car rental** may be the best option. Locations where this is likely has this noted in the "Project Venue Address & Travel" section of the Project Description.
    - Consider the cost variance (parking, gas, etc.).
    - One car is permitted per group.
    - **To/from address is required** on your submitted receipt (reports with incomplete information will be returned).

Meals

- Restaurant selection is expected to be moderate based on the meal.
- Meal expenses will be subject to a daily travel allowance of $75. Students are expected to operate within the parameters of these allowances*
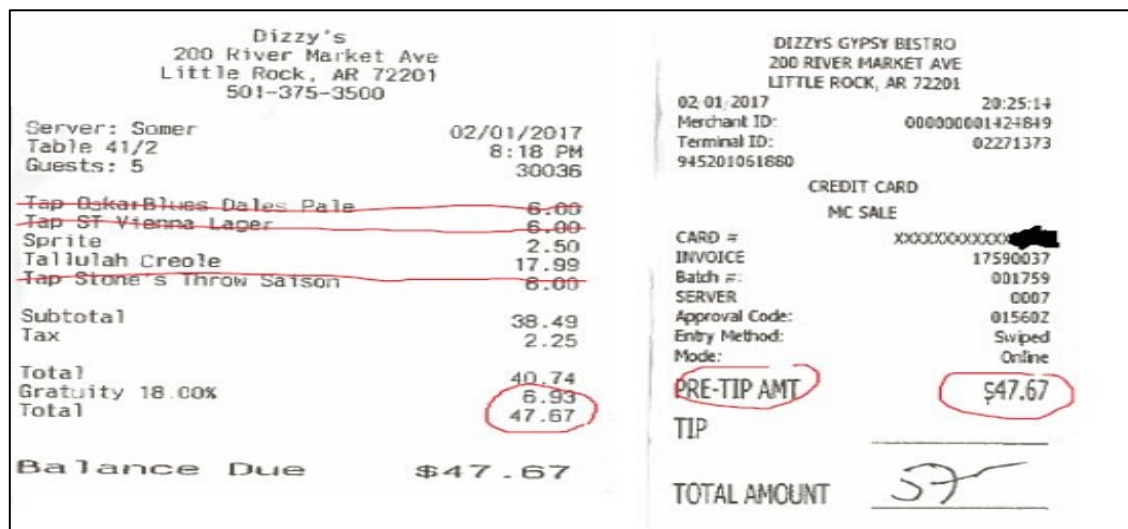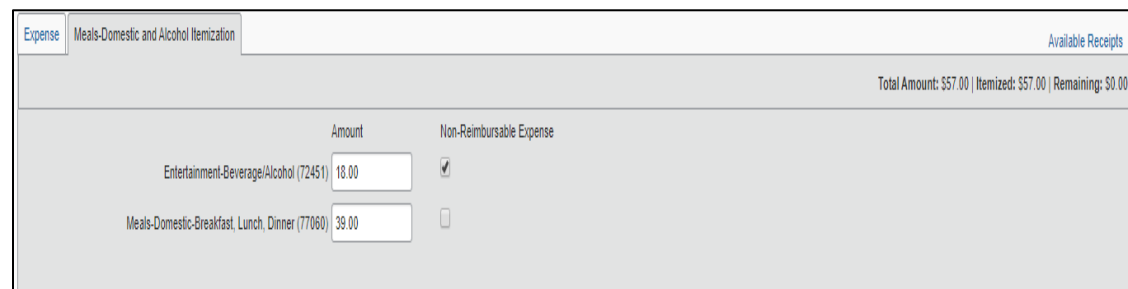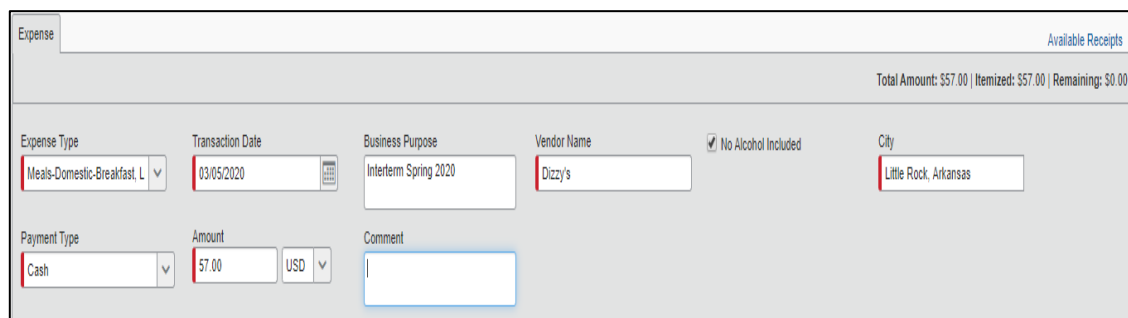
Breakfast - $15
Lunch - $25
Dinner - $35

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- Incidentals outside of food will not be covered (e.g., personal care items, printing/copying not affiliated with project work, etc.); Snacks must fit within the $75 maximum allowance.
- **Dual credit card slips (for meals)**
  - Please take side by side photo of each meal receipt (see below)
    - One that shows meal items purchased
    - One that shows your final payment including tip (with paid balance; XXX-1234)
  - **Alcohol is NOT a reimbursable expense** and **must be itemized** and entered as a **Non-Reimbursable Expense** and the **Alcohol Not Included** box must be checked on your line item entry.

EXAMPLE

Limits that exceed specified allowances will be subject to adjustment.

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Managing Receipts

Required Documentation

- Student Travel Certification Form **(failure to attach one of the #1 reasons reports are returned and delayed)**.
  - ○ Completed form must be attached to Expense Report header *(Receipts-Attach Receipt)*.
  - ○ Signed copy by Alice Obermiller available [here](#).
- Full-Trip Documentation.
- Itemized Receipts.

Full Trip Documentation

Door to door trip documentation is required by the Accounting department, for example:

- Home to airport
- Airport to hotel
- Hotel to assigned location
- Assigned location to hotel
- Hotel to airport
- Airport to home

YES – it needs to be that detailed!

But what if I…

- Shared a ride to the airport, hotel or assigned location?
- Stayed with Grandma instead of a hotel?
- Let a colleague pay for dinner?
- Paid for a colleague's dinner?

Great questions!

What is NOT OK . . .
Ambiguity

(Not enough detail – Who were the "four of us"? What was the total amount and divided amounts of the rental car?)

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What is OK . . .

Inserting a comment on your line item (the more information, the better). Here are some examples:

- *Car rental was divided among myself and my team: John Smith (self), Pocahontas, Kocoum, and Meeko the Raccoon. I am submitting for my portion of the expense.*

- *I (Pocahontas) stayed at Grandmother Willow's house on 3/2, an AirBnb with my team (John Smith, Kocoum, and Meeko the Raccoon) on 3/2-3/6. AirBnb was paid in full by John Smith. I am attaching my Venmo receipt as proof of payment to John Smith for my portion of the AirBnb.*
  - ***(John Smith's report should read):*** *This Airbnb was the full amount charged for myself (John Smith) and my team (Pocahontas, Kokoum, and Meeko the Raccoon) who all stayed at the same location. I am claiming only my portion of the expense. My team members have reimbursed me for the remainder of the bill via Venmo.*

- If you pay for a colleague's meal or vice versa:
  - Insert a comment on your line item (John Smith) Paid for my colleagues' dinner (see attendees).
  - Record attendees within the line item.
  - Be sure to attach side by side snapshot of meal receipts (itemized and credit card)
  - If someone paid for your meal, you will not need to do anything.

Itemized Receipts

- Make sure receipts match your claim amount (we **cannot** adjust if incorrect, report will be returned).
- Make sure the receipt is in your name (particularly hotel receipts, AirBnb).
- **Hotel and airline receipts must show a zero balance/paid/last four digits of credit card used (XXXX-1234)**
- **Dual credit card slips (for meals)**
  - Please take side by side photo of each meal receipt
    - One that shows meal items purchased
    - One that shows your final payment including tip (with paid balance; XXX-1234)
  - **Alcohol is NOT a reimbursable expense** and **must be itemized** and entered as a **Non-Reimbursable Expense** and the **Alcohol Not Included** box must be checked on your line item entry.
- What if I lose or forget my receipt?
  - Attach a copy of your official credit card statement to your line item; or
  - Attach a Missing Receipt Affidavit form to your line item

Expense Reports

Due Dates

- Within 60 days of the travel date
- Processing can take up to 15 business days from electronic approval of your expense report
- **Final due date – 5/4/2020**

Instructions

- Travel expense requests must be processed through the University's TravelND/Concur expense website here.
- Expense reporting procedures are available here.
- FOAPALs should be left at the default and will be changed by Student Services.
- Please **only use the following** expense types on your expense report:
  - 77010 - Airfare (domestic)
  - 77050 - Lodging (domestic)
  - 77060 - Meals (domestic)
  - 72701 - Gas and Oil (**cannot** be claimed with Personal Car Mileage)
  - 77030 - Ground transportation (domestic) - this includes bus, subway, train, car rental, Uber/taxi, tolls, and personal car mileage (**cannot** be claimed with Gas and Oil)
  - 77540 - Incidentals/Other (domestic) - unapproved expenses will not be honored (copying fees, software purchases, shipping fees, etc.)

Questions

Contact Jennifer Ransbottom at jransbot@nd.edu

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