

UBC OKANAGAN

TRAVEL REQUISITION POLICY

PURPOSE

The purpose of this policy is to facilitate travel in support of the University's mission while maintaining controls for accountability.

POLICY

All travel advances, clearances and claims for the University of British Columbia will be valid, complete, authorized and comply with the guidelines stated in internal Policy #83 and #84 guidelines as well as The Canadian Institutes of Health Research (CIHR), The Natural Sciences and Engineering Research Council (NSERC) and The Social Sciences and Humanities Research Council (SSHRC) guidelines, where applicable. Refer to relevant policies located on the web.

APPLICABILITY

Applies to all faculties, departments and ancillary operations.

EXCEPTIONS

There are no exceptions to the policy.

PROCEDURES

1. Sort the travel requisitions into three main groups. The appropriate box on the top of the form should be marked: **Travel Claim**, **Travel Advance** or **Travel Advance Clearance**.
 - a) **Advances:**
 - i. Money issued in advance to travel and must be made no more than 10 business days prior to the start of the trip.
 - ii. Requested on a Travel Requisition form using account number 139400.
 - iii. Requests of \$5,000 and over require a breakdown of expected expenses and require the RP supervisor's approval.
 - iv. Requests of \$10,000 and over require a breakdown of expected expenses and require AP manager's approval.
 - v. A traveller cannot have more than one travel advance outstanding.
 - vi. A travel advance can be made out for one trip only.
 - b) **Clearances:** A travel claim that settles a previous advance. The Travel Requisition with documentation attached will allocate expenses to the proper accounts and will be settled within 30 days after the end of the trip.
 - c) **Claims:** Travel requisitions submitted for reimbursement of travel expenses.
2. Verify that both Vendor ID and Address Sequence # are correct after checking against the payee name and address. If the Vendor ID and/or Address Sequence #

UBC OKANAGAN

TRAVEL REQUISITION POLICY

are not correct, search for the correct IDs in FMS and enter this information on the requisition form and initial.

3. For new vendors, photocopy the requisition (not the backup) and send to Accounts Payable for vendor set-up. Once the Vendor ID and Address Sequence # has been set-up, match the photocopies with the originals and write the Vendor ID and Address Sequence # on the original requisition form.
4. Check for: Speedchart, Project/Grant #, Department #, Fund #, signing authority, Vendor ID and traveler's signature.
5. Check signing authority. The expense must be approved by at least one administrative level higher than the person claiming reimbursement. **Note: A person cannot approve his or her own travel requisition.**
6. Check receipts (including currency) attached to the claim. Check for the traveler's signature and ensure that the purpose of trip/destination, duration, dates and any special notes are complete.
7. Lost or missing receipts must be reported with a memorandum on their department's letterhead signed by the traveler and one administrative level higher.
8. Site Stamps - Site stamps are used on the actual purchase receipts when the purchaser is required to retain the original receipt. (i.e. warranty, airfare ticket)
 - i. stamp on the original purchase receipt
 - ii. document the amount, date, requisition # and certify (sign)The stamp will read: This invoice/coupon was paid/reimbursed by the University of British Columbia.
9. Check that handling codes are completed correctly (refer to back of yellow copy of travel requisition for definition of handling codes).
10. After all the checks are completed, initial at the bottom of the requisition form and submit for data entry. After the travel requisition is processed in FMS, enter the Voucher # in the form for reference purposes.
11. In the Reference # Field on the voucher entry screen enter the Travel Requisition #.
12. For travel advances, photocopy the Travel Requisition form and file in a Travel Advance folder until receipt of the travel clearance.

UBC OKANAGAN

TRAVEL REQUISITION POLICY

CLEARANCES

1. Locate copy of corresponding advance and attach to the travel clearance.
2. The original advance information should be duplicated on the advance line on the clearance. (i.e. amount, speedchart, P/G, etc.)
3. If the clearance is \$0 or money is owed to the traveler then the claim can be entered as a regular travel claim to offset the travel advance.
4. Clearances with money owed to UBC should have a cheque attached to the requisition.
 - i. Complete a 3-part Cash Receipt form for the amount owing.
 - ii. Enter the Yellow copy in FMS to clear the remaining advance balance.
 - iii. Enter the White copy to FMS to record the bank deposit.
 - iv. Attach the Cash Receipt bank deposit slip and deposit in the bank.
5. Change the OPEN/CLOSE ITEM status from “open” item to “closed” item for the applicable Travel Advance and Clearance items.

CLAIM EXCEPTIONS (payments not made to employees)

American Express Claims

Include the account number of the credit card on the front of the requisition and accept only the original statement. The account number will be entered into the “MESSAGE BOX” at the time of entry. The employee number(s) must be entered in the “**Alternate Vendor Number**” field for all the employee(s) involved with the travel expense for Financial Information Act (FIA) purposes. FIA requires that UBC employees earning more than \$75,000 annually must have their expenses disclosed.

North South Travel Claims

Original invoices should be submitted. All invoices should be entered separately on the requisition if there are multiple invoices being claimed on one requisition. The employee number(s) must be entered in the “**Alternate Vendor Number**” field for all the employee(s) involved with the travel expense.

Claims involving more than One Traveller

Except for the traveller who the payment is made out to, all other travellers must have their employee number(s) entered in the “**Alternate Vendor Number**”.

If the other traveller is a non-resident, non-employee they must have their portion of travel recorded on a Third Party Non-employee expense record and forwarded to Accounts Payable at year-end for FIA reporting. The following must also be forwarded to Accounts Payable for T4ANR purposes:

UBC OKANAGAN

TRAVEL REQUISITION POLICY

- i. One copy of the travel requisition per non-resident traveler
- ii. The non-resident portion in CDN\$
- iii. The non-resident's home address
- iv. # of days of the trip

WIRE TRANSFERS

All travel requisitions that require a wire transfer must be sent to Requisition Processing for processing in the Hexagon program, **including requisitions from on-line departments**. The information should include: payee name, address, bank account number, bank sort or swift code and the bank's name and address. Accounts Payable will record the transaction and a \$7 service charge will be administered to the department. Refer to the procedure on processing of Wire Transfers.

BANK DRAFTS

All requisitions requiring a bank draft must be sent to Requisition Processing for checking and processing **including requisitions from on-line departments**. The requisition is then forwarded to Accounts Payable where a request for a bank draft is created, approved and faxed to the bank. The bank will send the actual draft to Accounts Payable who in turn will forward it to its final destination. Accounts Payable will record the transaction and a \$7 service charge will be administered to the department. Refer to the procedure on processing of Bank Drafts.

RECORDS

All travel advance, claims and clearance documents are filed in Finance at UBC Okanagan. All records are maintained for seven years (one year in AP and the balance in storage).

ERROR CORRECTION/EXPLANATIONS of POSTED ENTRIES

It is the responsibility of all processing Departments to be able to:

- Locate all supporting documentation
- Analyse data to determine resolution to query
- Process journal vouchers for error correction if necessary

UPDATED

This policy was created on October 31, 2007.