

Travel Expense Workshop



Where to go for help

- Our Travel Web Page
- The hotline @ 8900 for payment status and general inquires
- Anyone on the PCAT Team
- Peggy 3702
- Teresa 2368
- Holly 2894
- Michelle 6257
- Muriel 6273





CALIFORNIA INSTITUTE OF TECHNOLOGY

PROCUREMENT SERVICES

Service, Accountability, Passion

HOME

PURCHASING
SERVICES

PAYMENT
SERVICES

PROPERTY
SERVICES

SMALL BUSINESS
PROGRAM

RISK
MANAGEMENT

SUPPORT
SERVICES

OTHER

DEPARTMENT LINKS

- [○ PAYMENT SERVICES HOME](#)
- [○ PAYMENT CONTACTS](#)
- [○ PAYMENT ORG CHART](#)
- [○ PAYMENT FORMS](#)
- [○ ACCOUNTS PAYABLE](#)
- [○ DISBURSEMENTS](#)
- [○ SPECIALITY TEAM](#)
- [○ TRAVEL SERVICES](#)
- [○ DEPARTMENT CODES](#)
- [○ CLOSING SCHEDULE](#)

Monica Marquez
Associate Director
Purchasing Services
626/395-2566

California Institute of Technology
1200 E. California Blvd.
MC 103-6
Pasadena, CA 91125

PAYMENT SERVICES

TRAVEL SERVICES

Home Page

Welcome to the Travel Services home page!

Travel Services will help you with all things travel-related. We are here to support the Caltech Community before and after a trip. If you do not find the answer to your question on this web page, please call the Procurement Services Hotline at 626/395-8900.

Before the trip

- Prepayments and Travel Advance requests
- Referrals to preferred Travel Agency, preferred Airline, Hotels and Car Rental Agencies
- Travel Policy information
- Per Diem information (Domestic and Foreign)
- Booking events/meetings/groups

After the trip

- Assistance preparing Expense Reports
- Timely processing of Expense Reports
- Amendments to previously submitted Expense Reports
- Comments, complaints, and suggestions about vendors, policies, and procedures

- [Travel Contacts](#)
- [Travel Policy](#)
- [Hotel Event Policy](#)
- [Travel FAQs](#)
- [Travel Warnings](#)
- [Travel Training](#)
- [Travel Agreements](#)
- [Travel Forms](#)
- [Per Diem Rates](#)
- [Exchange Rates](#)
- [Mileage Rates](#)

Muriel Sandoval
Travel/P-Card Manager
626/395-6273

Passport Information
[Click Here](#)

NEW
Travel Services
Quarterly Newsletter
[Click Here](#)

To Keep In Mind



- Travel does not audit at 100% so please do not count on us to always catch an error or oversight
- As you review the expenses and begin to create the trip, keep in mind that it may be audited by an outside agency
- Would the expenses stand up in an audit or be denied?
- Document unusual expenses, ask questions
- You may not remember details at a later date and incomplete data may result in loss of funding for your project or Caltech as a whole
- Do not attach unnecessary information such as meals receipts if paying per diem
- Cover or black out personal credit card information
- Give the report one last review before submitting for approval and audit

Most Common Errors

Policy Violations

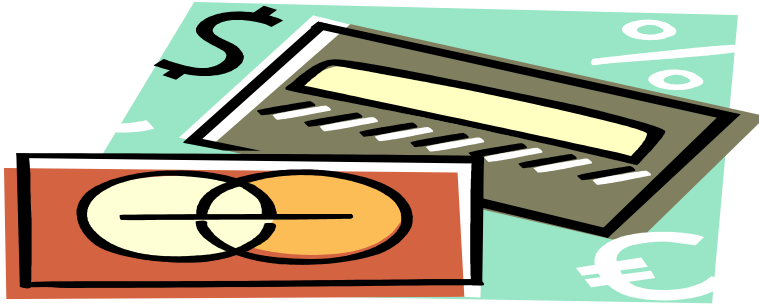
The Institutes travel policy applies to all travelers including invited guests of Caltech

The complete policy can be found at <http://procurement.caltech.edu/documents/purchasing/travelpolicy.pdf>

Divisions /Departments may set their own policies and procedures and may require more stringent but not less than the Institute or funding agency policies

Individual departments may have additional policies such as reduced per diem or documentation requirements

Delays in processing expense reports can occur for many reasons including, policy violations as well as inaccurate or incomplete information



Advances

- Advances may be given no more than 30 days prior to trip start date
- You can advance funds using your Pcard , convenience check or through the pin option on either your Pcard or the travelers card
- Advances are no longer issued through the Oracle system
- Advances are for Caltech staff and employees only
- Only one open advance may be given at a time
- Prepayments to third parties may be paid via Pcard , convenience check or payment request
- If expenses are paid direct by the traveler, those prepaid expenses are not eligible for reimbursement until after end of the trip



Fly America- It's the Law

If you are flying using federal funds, you must use a United States air carrier

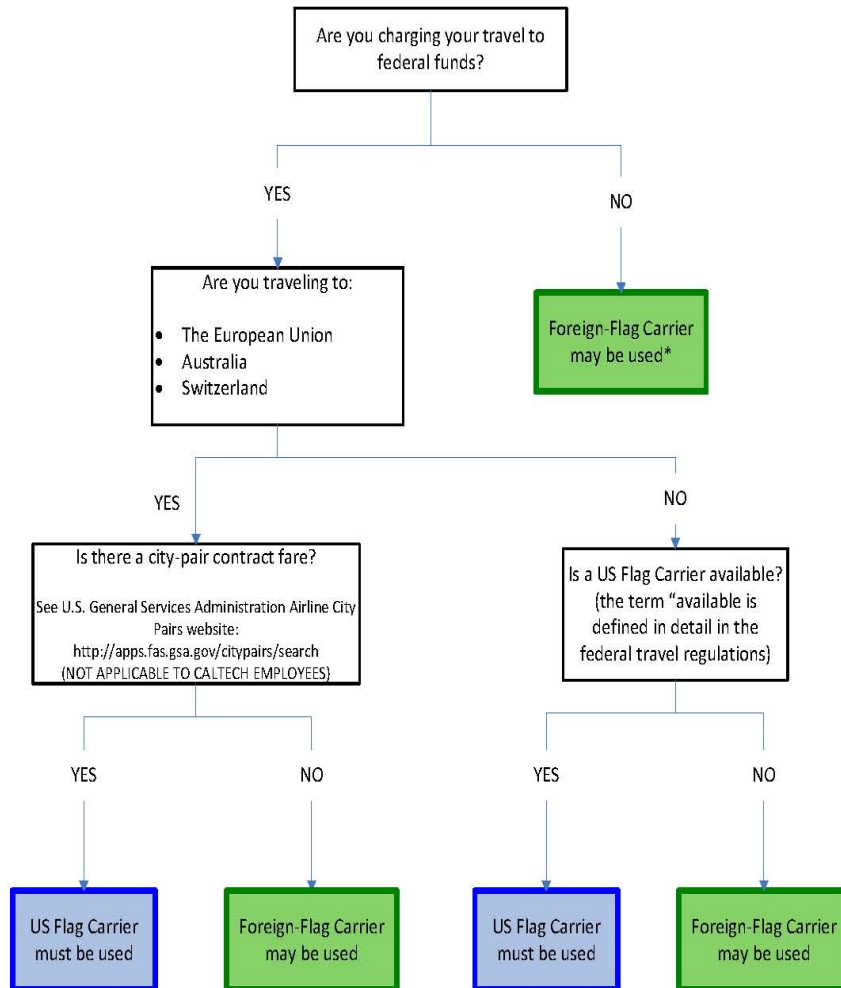
A list of allowable exceptions and the exception form can be found on the travel web page

Cost is not a justification for non compliance

Missing Non-US air carrier justification or violation of the Fly America Act may result in processing delay or further review by Project Accounting or ASIC

If not on a federal award and a non US air carrier is used, code the expense as travel foreign unallocable

Use of Foreign-Flag Air Carriers on Travel



* unless specifically prohibited by the fund source/
must be coded as Travel Foreign-Unallocable

Everyday Errors

- **PTA- Project- task- award not chargeable or pta start date is after trip start date**
- **Missing signature- Missing approver or traveler signature or justification**
- **Trip Purpose- Missing Business/Trip Purpose - name the conference or give a brief summary of why the trip is being taken**
- **Incomplete Receipts – Detailed receipts are required for auto, air, lodging and registration**
 - a. **Credit card statements may be used as additional documentation but may not be used in lieu of an actual receipt**
 - b. **Receipts are required for all expenses \$75.00 and over**
 - c. **Segregate any liquor expense, no liquor on federal awards**

Currency Conversion

- **Not listing the conversion rate increases audit time**
- **Midpoint or final trip date is fine for rate**
- **You may attach the credit card statement listing the rate**
- **You will still need the detailed receipt, lodging, air, auto and registration**
- **Use the Oanda web site for exchange rates**
<http://www.oanda.com/currency/converter/>

Trips not closed

- **Close the trip before you send it to travel**
- **Reports are logged in by date for tracking purposes and processed by date received**
- **Trips not closed, cannot be logged in as received and late notices may be sent needlessly**

Auto Rentals

For domestic rentals, use only our contracted agencies, Hertz, National and Enterprise

The cost of insurance is included with our contracted agencies

Cite the agreement number and indicate that the rental is for Caltech Business when making the reservation

Using contracted agencies helps keep our costs down

For foreign rentals accept CDW and LDW

Excess personal insurance is not reimbursable

Moving Expense

- **Relocation policy belongs to Human Resources**
- **Must be approved by the Provost or H/R prior to submitting to travel**
- **Reports must be coded as Moving and Relocation**
- **The mileage rate for relocation is set by IRS and is less than the regular mileage rate**
- **Foreign airfare paid with a federal award must comply with the Fly America Act**



Per Diem

- **Refer to the website for the per diem rate**
- **First and last day of travel can be no more than 75% of the per diem rate**
- **Please list the per diem rate you are using and the calculation**
- **You can always pay less than maximum per diem just not more**
- **Deduct for any meals provided by conference**
- **If you are paying per diem, do not attach actual meal receipts**
- **If meals are charged to the hotel and paid with a Pcard, list meal amount as reimburse to Institute**

Questions?

How can we save money?

- Use contracted vendors

Preferred Travel Agency



800 South Figueroa Street
Suite 1070
Los Angeles, CA 90017

Contact: Joanna Mireles
Phone (213) 430-4700 Toll Free (877) 990-2677
Fax (213) 627-1053
E-mail joanna.mireles@us.fcm.travel

FCm Travel Solutions

- Assist in negotiated hotel rates
- On-line booking system
- Can handle group arrivals and departures
- 24 hour toll free hotline from 60 foreign countries 877-990-2677
- Conference and meeting planning
- Visa and passport assistance
- Immediate response times

The FCm Difference

- **Dedicated Account Management**
- **Small team of Caltech agents**
- **24 hour emergency support**
- **Individual travel profiles**
- **Keep all your miles/points!**
- **Immediate response policy**
- **Multiple itinerary options given for all requests**
- **FREE personal travel consultation and reservations**

