

# Tips for efficient travel reconciliation

Start early! It is best to move transactions on your P-card to a report as the charges start coming in. If you have a new traveler, add them to Cardquest before the trip so you can start reconciling early.

Work with your Grants Manager to understand what charges are allowed on specific awards.

Remind grad students yearly to apply with the Grad Office to receive \$500 travel award.

Send all paper receipts in provided blue envelopes to Procurement Services.



## Travel Expense Statement Summary

Report Name: \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

PTA to use: \_\_\_\_\_

### Trip Information

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Beginning and End date of Trip \_\_\_\_\_

### Expense Details

Expense Category	Supplier Name(s) with corresponding amounts	Traveler TOTAL	Caltech Credit Card TOTAL	Check Payment needed
Registration				
Airfare				
Checked baggage fee				
Taxi, shuttle, bus				
Train				
Hotel - lodging				
Parking				
Internet connection fees				
Meals with receipts				
Per Diem Meals (list exceptions)				
Miscellaneous - explain				
	<b>TOTAL</b>			

# Most Common Errors

Not utilizing the online portal for booking federal foreign travel and not attaching proper documentation.

Not including a travelers signature when submitting the travel report. If the traveler has already left Caltech, you can use the “Missing Traveler Signature Certification Form” found on the Procurement website. This would not be necessary if you are the delegate for traveler.

Not itemizing liquor expenses from a “Meals Actual” charge. Make sure to code the liquor as “unallocable” and is charged if needed to a discretionary account, or marked as personal.

Not including complete airline documentation including flight dates/times and carrier detail. It is important to make sure the receipt includes the last 4 digits of the credit card that was used to pay for airfare.

Charging economy plus or business class on a federal award without prior approval.

Purchasing additional insurance for either auto or airfare as it is not reimbursable. It is important that when a car rental is reserved that you provide the Caltech agreement code (found on the procurement website).

Not using the automated system to calculate per diem. Another error is not including the calculation details when using self calculating method. (The per diem rates can be found on the GSA website.)

# Most Common Errors (cont'd.)

Mixing per diem and meals actual on the same report. (Exception: Business meal with attendees.)

Incorrect trip dates and description entered in the header.

Not checking the medical exception box for travelers requiring medically necessary flight upgrades.

Not including division level approval for business, first class domestic air, or first class foreign air.

Not checking the wire box on the header if a wire transfer is needed.

Using the incorrect deposit form for reimbursements and sponsor refunds.

Relocation expenses cannot be paid on the Pcard or expensed in CardQuest. Moving and relocation expenses are subject to tax reporting and need to be submitted on a payment request in Techmart.

Consultant travel cannot be processed in CardQuest. All consultants should include travel expenses on an invoice which should be processed through Purchasing.

# Correct Report Title & Business Purpose

- Correct report title includes traveler name, dates and destination:

Campbell, 11/12-13/2018, Pasadena

- **Business Purpose – why are they traveling**
  - Attend Engineering Mechanics Institute (EMI) –explain acronym in comments section
  - Meet with research collaborator(s)
  - Giving a research talk

# Personal Expenses and Refunds

- Drop off checks for personal purchases and sponsor refunds in the drop box located on the 2<sup>nd</sup> floor in Keith Spalding (behind the glass doors across from the elevator). A copy of the deposit slip should be attached to the report in CardQuest as well as a scanned copy of the check.
- In the event that there is a personal charge on the traveler's Pcard, check the box on the expense line for "personal" purchase. The personal purchase amount will then deduct from any funds due to the traveler.

# Sponsor Refunds

- If the traveler is due funds or if the sponsor refund has been received after you have submitted the report, enter the refund on a report by itself. That way a negative amount will feed in to Oracle and the refund check can be applied.
- If funds are due to a traveler on a report do not enter a sponsor refund on the same report unless the traveler has kept those funds. When you enter the negative line on the report it will deduct anything due to the traveler.
- Please be sure to use the correct deposit form for sponsor refunds and attach a copy of the deposit slip to the report.
- Note: Deposits can only be made into a non-federal account. In the event you need to refund a federal account a cost transfer may be necessary.

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## Forms



**Purchasing Forms**



**Payment Forms**



**Support Forms**



**P-Card Forms**



**Travel Forms**



**Supplier Forms**



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**Travel** | [P-Card](#) | [Reference Guides](#) | [CardQuest FAQ's](#) | [What is CardQuest](#) | [CardQuest Benefits](#) | [Contact Us](#) | [Expenselt](#) | [Training](#)

[Traveling](#) | [Agreements](#) | [Travel Agency Booking Fees](#) | **[Travel Forms](#)** | [Travel Policies & Procedures](#) | [Travel FAQ's](#) | [CTP Contact Information](#) |

[Personal Travel](#) | [Resources](#) | [Fly America Act and Open Skies Agreement](#) | [Group Travel](#) | [Caltech Travel Fair](#)

## Travel Forms

- [Missing Traveler Signature Certification Form \(PDF\)](#)
- [Travel Missing Receipt Form \(PDF\)](#)
- [Use of Foreign Carrier Certification Form \(PDF\)](#)
- [CardQuest Wire Transfer Request Form \(PDF\)](#)

Send duplicate receipt to: \_\_\_\_\_

**CASHIER DEPOSIT: For CardQuest - Only**



This form is used for a deposit relating to CardQuest purchases, sponsored refunds, and money due back to the Institute. Please bring refund check and form and deposit in "Finance Deposit Drop Box" next to the post office in the Keith Spalding Building. Attach copy of deposit form to CardQuest report.  
\*Please see instructions page for cash deposits.

1. Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
          Day      Month      Year

2. Requestor: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Department: \_\_\_\_\_

5. Payment Method:

Cash \_\_\_\_\_ Check# \_\_\_\_\_ Other: \_\_\_\_\_

Do not combine Cash, & Check on the same form. Please use separate Cashier Forms for different types of payment.

International Currency or Check: Please do not combine international checks or currency with domestic items.

6. Description: (Please include 5 digit CardQuest Report # and Cardholder Name/Traveler Name)

CardQuest Report # \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Traveler Name: \_\_\_\_\_

Category: Reimbursement  Sponsored Refund:  Other:

7. Itemize amount by Project, Task, Award and Category: (Please use separate Cashier Forms for multiple PTA's or Categories)

Project: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Task: \_\_\_\_\_ Award: \_\_\_\_\_

8. General Ledger Account Default: 2498 1101 0001 00000 211 111 000

9. This portion to be completed by the Caltech Cashier's Office ONLY:

Use this form  
when a refund  
is provided to  
Caltech (i.e.  
sponsored  
refund or  
personal  
charges, etc.)

**Caltech**



## Meals & Incidentals (M&IE) Breakdown <sup>i</sup>



Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$66	\$16	\$17	\$28	\$5	\$49.50
Standard Rate	/	\$55	\$13	\$14	\$23	\$5	\$41.25

Showing 1 to 2 of 2 entries

**Reminder: Per diem is 75% on the first and last days of travel. Per diem cannot be combined with meals actual.**

# ADDENDUM ABOUT RECEIPTS

- **Hotel, Airfare, Auto Rental and Registration**

- If these receipts were received *electronically (vendor is sending it electronically)*, they do not need to be submitted in the blue receipt envelope. However, if the receipt was received in an *original paper* form, it must be submitted in the blue envelope even if a picture of the receipt is taken

- **Original paper receipts** for expenses \$75.00 and over must be imaged and attached to the expense line and submitted in the blue receipt envelope

*This is a requirement per FAR Regulation 4.703 and FAR Regulation 4.704*

- **EAS Division** would like travel reports to include all receipts (even if under \$75) **UNLESS** a meal receipt IS NOT itemized. Note: Travelers should be providing itemized receipts.

# ADDENDUM –ALLOCATING EXPENSES

- Allocate all, especially large expense items as you book them. Funds are committed overnight in Oracle.
  - Conference Registration
  - Airfare
  - Car Services
- Benefits
  - Funds are earmarked for travel and not elsewhere
  - PTA projections more accurate
  - Fewer Cost Transfers