Travel Expense Form

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE
Reimbursement to employees traveling on University business.

FOAPAL RELATED CHANGES

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<td>3. Travel type</td>
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TRAVEL INFORMATION
The Travel Expense form should be completed in full (see Figure 1, below). For help, users can select the field for a description of what is expected. The Period field is auto-calculated and is not meant to be filled by users.

FUNDING INPUT & TRAVEL TYPE
Users should input FOAPAL string data in the appropriate table column in the upper right-hand table of the form (see Figure 2, below). The form has space for three separate FOAPAL strings, along with a percentage input with auto-calculating Subtotal and Total cells. Note, there is no Account column. This is addressed through the travel type buttons in Figure 2 and Account: Type of Service in Figure 3.

For questions please contact Procurement & Payable Services at 937-229-3868.
In the Travel Type box are “Fac/Staff International”, “Fac/Staff Domestic”, and “Student” radio buttons (Figure 2, below). Users must select one of these buttons as appropriate. Selection determines appropriate Account codes elsewhere in the form.

The Per Mile Reimbursement field is to be filled with the University's mileage reimbursement rate. For questions about the rate, please contact the Office of Procurement & Payable Services.

EXPENSES INPUT

The table for expense input is large and can be made larger using the “Add New Row” button at the bottom left-hand corner of the table. The column headings include Account codes that are auto-populated based on the Travel Type button (see Figure 2, above) selected. Below them are headings for expense types.

All receipts should be placed on a separate line and should include a description of the expense. Entertainment expenses must also include identification of the person(s) or group being entertained as well as an explanation for the entertainment, the benefit of such entertainment to the University, and clarification of the relationship of the person(s) attending the University’s programs or activities. (See Figure 3, page 3).

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All charges over $10 should include original, detailed receipts.
Mileage reimbursement requests must specify actual mileage. Please also include a Google Maps or Mapquest printout.

Once the form is complete users should print, sign, and date the form. They should then obtain an approval signature and submit the completed form to the Office of Procurement & Payable Services.

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CASH ADVANCES

If the form is being used to include a Cash Advance, users should indicate that using the checkbox under the FOAPAL input table (see Figure 4, below). They should also indicate the Cash Advance amount in the “Prev Cash Advances” field in the bottom right-hand corner of the expenses table.

Figure 4: Travel Expense form (new), Cash Advance checkbox and fields for all cash-advanced travel expenses

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