

TEM GUIDELINES TO A SUCCESSFUL AT/ER SUBMISSION!

RESTRICTED FUNDS

Please make sure all backup docs are uploaded as a .pdf on TEM.

DO NOT include symbols (like: , ' -- .) in attachment file names.

Each report on TEM must include at least one reimbursable expense line.

Itinerary dates on report should be business dates only. List personal days in "Comments" section.

TRAVEL AUTHORIZATIONS:

- Should be obtained before making any travel payments.
- NOTE: Failure to do so requires written justification and corrective action by the traveler and the department head--to be scanned in with backup docs.
- Written backup for travel purpose must be attached.
- Official business agenda must be attached if available.

AIRFARE COMPARISONS:

- Must be completed at the time the AT is approved to show where the most economic price and efficient route was found. If the cost of the airfare goes up from the time the AT is approved, new airfare comparisons must be submitted to show the most economic price and efficient route was booked. This applies to business travel with no personal days included.
- If personal days are being added to the trip, flight comparisons for business days must be attached, and also for the whole trip--business and personal travel dates. This must be completed at the time the AT is approved, to show where the most economic price and efficient route was found.

EXPENSE REPORTS:

- Should be filed within 15 days of completion of the trip. If filed late, justification must be attached.
- NOTE: If your expense report is submitted over 90 days after the due date, reimbursement can be disallowed.

RECEIPTS/EVIDENCE: Receipts must be provided for every expense reimbursed.

- Must include item description, date paid, rates charged.
- Commercial lodging receipts including the name and location of the hotel, the dates stayed, daily rates & charges, total paid.
- Airfare itinerary including flight schedules & billing detail.
- List out payment method and payer name in description if not available on printouts.

MEALS:

- Per diem allowance must be the city where the traveler spends the night.
- Provided meals (except airline meals) must be deducted (example--hotel continental breakfast, conference meals provided, etc.).

MILEAGE:

- Detailed mileage report, including actual Odometer readings, should be attached.
- Online driving directions map printout showing estimated miles should be attached.
- Mileage allowance total shall be limited to the commercial airfare comparison.

CAR RENTALS:

- Must be approved in advance based on essential business purpose.
- Rental comparison (lowest and most economical rate - economy/compact class only) must be attached.
- NOTE: Business reason for renting vehicles larger than economy must be attached.
- Traveler must meet the Safe Driver Criteria to be authorized to drive for business.
- Insurance cost should not be included for domestic/Canada rental except vans or other unusually high value vehicles.

INTERNATIONAL TRAVEL:

- Approved Export Control form must be attached.
- Foreign receipts must be itemized by type of expense in English.
- Currency exchange rates must be provided for payments not converted to, or reported in, U.S. dollars by the vendor/bank.

If you have questions, please feel free to email our travel department at uaa_traveldept@alaska.edu.