WEB-BASED TRAVEL, BUSINESS MEETING, ENTERTAINMENT EXPENSE FORM PROCEDURES

ABOUT THE TRAVEL, BUSINESS MEETING, ENTERTAINMENT FORM

Administrative Systems has created a user-friendly, web-based form to be used for reporting all travel, business meeting and entertainment expenses. Along with the form the Administrative Systems department has also created an electronic approval system for collecting necessary approval "signatures."

FORM TRAINING

Travel, Business Meeting and Entertainment form training is required. To schedule training contact the Buy/Pay Travel Facilitator (ext. 6715, email buy-pay@rice.edu.) Once training has been completed, contact Administrative Systems to arrange for security authorization on this specific Banner form.

ACCESSING THE TRAVEL, BUS. MTG., ENTERTAINMENT FORM

Using any University networked computer and any web browser, such as Internet Explorer or Netscape Navigator, follow the steps noted below:

- access Administrative System's web site at https://cairo.rice.edu:8030/PWeb/PS1/ruwmenu.main (the form can also be accessed through the main Rice home page (www.rice.edu) by choosing "Administration," then "Resources", and finally "Administrative Systems").
- select "Web Applications and Electronic Reporting,"
- log on to the application by supplying your ID and password as prompted,
- choose "Web Entry," and
- then choose "Travel/Entertainment/Bus Meeting."

USING THE FORM

- Before beginning the on-line form collect the travel, entertainment & business meeting summary envelope from the traveler/event host.

  Confirm that:

  1. the Traveler's/Event Host's name is clearly printed on the summary envelope
  2. the Traveler/Event Host has signed the summary envelope
  3. the Principal Investigator (PI) has signed the summary envelope (if research funds are being charged)

- In the "Card Number" box, enter the last six (6) digits of the purchasing card number for which the trip and/or event expenses have been charged. If you do not know the last six (6) digits enter the cardholder's last name and click on the gray button labeled "List Card Holders."

> **NOTE:**
>
> *If no expenses related to the trip and/or event were charged to a purchasing card, meaning that all expenses were out of pocket, you can still use the on-line travel, business meeting and entertainment form for reporting and reimbursement. You will need to access the form through one of your department cardholders' names or card numbers.*

- In the box labeled "Fiscal YY or YYMM" enter the time period for which you want all travel and/or entertainment charges listed.

  In choosing the time period, you can select the entire fiscal year to view (enter the last two digits of the fiscal year, i.e., 01, 02, etc.) or you can choose a month of the fiscal year to view (enter the last digits of the fiscal year plus the two digit representing the *fiscal* month.)

Fiscal Year/Month Chart (YYMM)	
July 2000	0101
August 2000	0102
September 2000	0103
October 2000	0104
November 2000	0105
December 2000	0106
January 2001	0107
February 2001	0108
March 2001	0109
April 2001	0110
May 2001	0111
June 2001	0112

- Enter the travel/business meeting/entertainment envelope number. All envelope numbers begin with "TV" followed by 6 digits.

- Once you have selected a cardholder and entered date parameters and an envelope number, click on the gray box labeled "Display Transactions."

- The on-line travel/business meeting/entertainment form will be displayed on the screen.

- **BUSINESS PURPOSE SECTION**

Enter the official business purpose of the trip and/or event in the box labeled "Business Purpose" AND then click on the gray box labeled "Add." If you need to change the business purpose text after you have "added" it, click on the "CHANGE/DELETE" box and begin again.

> **NOTE:**
> *The noted business purpose should clearly reflect the purpose of the trip and/or event in relation to official Rice University business. Include adequate information so that an independent auditor could clearly understand how the trip/event relates to University business.*
>
> *Noting a purpose such as "business lunch" does not provide adequate information. Noting a purpose such as "business luncheon to discuss planning/logistics of the 5th Annual Hot Air Balloon Conference" gives better detail.*
>
> *For expenses charged to a research fund (RXXXXX) the business purpose must relate to the actual award and/or grant. In addition, for business meetings, a detailed outline/agenda must also be included in the envelope.*

- **EVENT/TRIP INFORMATION SECTION**

This section of the on-line form is for recording specific trip and/or event information.

The first two data boxes are for identifying the traveler, meeting chair or event host.

If the person is affiliated with Rice (faculty, staff, student) enter the individual's last name in the text box and click on the gray box labeled "Rice Traveler, Meeting Chair, Host ID." Choose the correct individual from the list.

> **NOTE:**
> *If the Rice faculty/staff member or student is not on the list, contact the Disbursements Office by email at* disbmt@rice.edu
> *and ask for the individual to be set up in the Rice Banner system.*

If the person is not a Rice faculty, staff or student, enter the individual's full name in the box labeled "Non-Rice Traveler/Meeting Chair/Host Name.

YOU SHOULD ONLY ENTER ONE TRAVELER, MEETING CHAIR OR EVENT HOST. NAMES SHOULD NOT BE FILLED IN FOR BOTH THE RICE BOX AND THE NON-RICE BOX.

In the box labeled "From Date (MM/DD/YYYY)," enter either the event date or the beginning date of the trip. Note the format of MM/DD/YYYY. An example of a date in this format is: 01/24/2001

In the box labeled “To Date (MM/DD/YYYY),” enter the end date of the trip. For one day business meetings or entertainment events no end date is necessary.

In the box labeled “Destination/Location,” enter the destination city for a trip; if the trip does not originate in Houston note the departure city as well. For business meetings and entertainment events note the venue as well as the city, i.e., Sam’s Café/Houston.

In the box labeled “Person to be Reimbursed” type in the last name of the person to be reimbursed and click on the gray box. Choose the individual’s name and correct mailing address from the list by clicking on the corresponding circle.

> **NOTE:**
>
> *Not all trips/events will have a person to be reimbursed. If all expenses related to the trip/event are paid for with the purchasing card there will not be any reimbursement.*
>
> *If the individual requesting reimbursement is not among the names generated on this list, contact the Disbursement Office by email at disbmt@rice.edu for setup.*

Once you have completed the above fields click on the “Add” button. To change this block of information once it has been “added,” click on the ”Change/Delete” button.

- **ATTENDEES/AFFILIATION SECTION**

This section of the on-line form is for recording attendees for group travel, business meeting and entertainment events.

In this section note the first and last names of all additional travelers and/or all business meeting/entertainment event attendees. Also note the affiliation of each individual as well. Examples:

Joe Smith, Rice
Barbara Jones, University of Texas (Austin)

For receptions or large entertainment events, a general attendee/affiliation statement is suitable.

Ex: Electrical Engineering faculty members and graduate students.

After entering all attendee and affiliation information, click on the gray “ADD” button. To change this block of information once it has been “added,” click on the gray “CHANGE/DELETE” button.

- **PURCHASING CARD TRAVEL, BUSINESS MEETING & ENTERTAINMENT CHARGES**

This section of the on-line form is for choosing all purchasing card charges related to this specific trip and/or event. To choose the related travel/entertainment expenses click on the blue/purple “PURCHASING CARD TRAVEL, BUSINESS MTG & ENTERTAINMENT CHARGES” text immediately below the attendees/affiliation box or go the to the bottom of the form.

A list of all travel and entertainment purchasing card expenses for the specific purchasing card and selected time parameter will be displayed at the bottom of the form. In addition, any general purchasing card charges that have been moved from the “Purchasing Card Reallocation” form will be listed here as well.

Next to each purchasing card charge is a gray “SELECT” button. For each charge associated with this trip/event click on the “SELECT” button. That charge will automatically be moved from the bottom of the form to the purchasing card charges section of the form. Once you have chosen all the associated charges move on to the “CASH ADVANCES” section of the form.

> **NOTE:**
> *Receipts are required for **ALL** Purchasing Card transactions no matter the expense type or the amount and should be filed inside the travel, business meeting, entertainment summary envelope.*

- **CASH ADVANCES SECTION**

This section of the on-line form is for selecting any related cash advances given to a Rice student or faculty/staff member. To select a specific cash advance enter the 8 character document number (typically a CQ followed by 6 digits) and click on the “Add “ button.

You may also select a cash advance by noting the payee’s last name (this would typically be the name of the Rice traveler) and click on the gray “Check Req #” button. A list of outstanding cash advances for individuals with that specific last name will be displayed.

Once you have chosen the correct cash advance, either by document number or by last name, and clicked on the “Add” button to the right, a description and an amount will be displayed. Verify that the description and amount correctly apply to this specific trip and/or event. If not click on the “Change” button and retry. If you are unable to find the cash advance, contact the Buy/Pay Process department at ext. 6715.

> **NOTE:**
> *If a cash advance has already been reference on a prior travel, entertainment, business meeting on-line form, it will not allow the user to choose the advance for a second time.*

- **OUT OF POCKET EXPENSES SECTION**

  This section of the on-line form is for recording all out of pocket expenses incurred by one person. Typically this would be the traveler or the event host or planner. In all cases, these expenses should belong to the person noted in the “Person Being Reimbursed” field in the “EVENT/TRIP INFO” section of the form.

NOTE:

Out of pocket expenses are those that are NOT charged on the purchasing card. These expenses are paid for directly by the traveler or event host/planner from personal funds.

Begin by entering the date (mm/dd/yyyy) of the expense. Example: 01/24/2001.

Click the pull down menu on the gray button labeled “Type.” Select the appropriate expense type from the menu. If none of the descriptions match the expense click on “Other-Describe.”

In the “Description/Vendor” box, note the vendor’s name and give a general description of the purchase. Give enough detail that an independent auditor could understand the purpose of the expense without having to ask questions.

NOTE REGARDING PER DIEM USAGE:

When recording per diem, add a line for the departure day (with prorated per diem), a line for the total number of days for which full per diem is allowed and a line for the return day (with prorated per diem).

Example – Trip from 01/24/2001 through 01/30/2001

01/24/2001	*Meals (Per Diem)*	*Departure Day (3/4 of $32)*	*$24.00 (EXAMPLE)*
01/25/2001	*Meals (Per Diem)*	*5 days @ $32.00*	*$160 (EXAMPLE)*
01/30/2001	*Meals (Per Diem)*	*Return Day (3/4 of $32)*	*$24.00 (EXAMPLE)*

Remember to prorate per diem expenses for the day of departure and the day of return. The IRS guideline is to either (1) prorate the per diem rate for the day of departure and of return at 75% , or (2) prorate the per diem rate for the day of departure and return using a consistent and reasonable method (Rice’s interpretation is 20% for breakfast, 30% for lunch and 50% for dinner.)

*****If a traveler chooses per diem for meal reimbursement then NO MEALS MAY BE CHARGED TO THE PURCHASING CARD FOR THE ENTIRE TRIP. IF MEALS WERE CHARGED TO THE PURCHASING CARD THEN MEAL REIMBURSEMENT MUST BE BASED ON ACTUAL EXPENSES FOR THE ENTIRE TRIP.*****

In the “Amount” box, note the total amount to be reimbursed. Exclude any amount that is for personal or unallowable expenses.

Click the “Add” button. To edit or delete the expense click on the “Change” button.

Repeat the steps until all out of pocket expenses are listed.

NOTE:

Receipts for out of pocket expenses are required for all lodging expenses and all other single expenses greater than $75.00 (per IRS regulations). Receipts should be filed inside the travel, business meeting, entertainment envelope.

- **ACCOUNTING SECTION**

This section of the on-line form is for deducting any personal expenses charged to the purchasing card or any unused portions of a cash advance, and coding the total trip or event expenses to the appropriate fund, organization, account, program, activity and location codes.

First, calculate the total of all personal expenses that are included within the purchasing card charges.

Examples: A lodging charge might include personal expenses such as laundry, hotel movies, newspapers/magazines, etc.

A meal charge might include personal meal expenses for a spouse, family or friends.

Do not enter a fund, organization or account number. Click on the “personal” button and then enter the total amount of personal expenses.

Second, calculate the unused portion of any cash advance issued for this trip/event. Do not enter a fund, organization or account number. Click on the “personal” button and then enter the total unused cash advance amount.

CALCULATING THE UNUSED PORTION OF A CASH ADVANCE

(CASH ADVANCE) – (OUT OF POCKET EXPENSES) = (UNUSED PORTION OF CASH ADVANCE)

The unused portion of a cash advance is paid back to Rice by the recipient of the cash advance.

Third, enter the fund/org/account/program/activity/location combination to which you want to charge the travel and/or event expenses and enter the amount to be charged.

If the total amount of the trip or event is to be split funded (charged to more than one fund/org/account) additional accounting boxes will appear until the total amount is coded.

> **NOTE:**
>
> *Program, activity and location codes are not required fields at this time. For more information on use of these codes contact the Controller's Office (ext. 2478).*
>
> *To view all your fund, organization, account, program, activity, location choices, clear any text in the box below the specific box and click on the button labeled, "Fund", "Org", "Acct", "Prog", "Actv", "Locn".*

- **AMOUNTS DUE RICE OR DUE TRAVELER OR EVENT HOST**

After all expenses are accounted for a box below the Accounting section will appear. A message in this box will indicate whether any money is due to Rice or to the traveler/event host. If no money is due Rice or the traveler/event host the box will read "Amount Due Rice -- $.00"

When monies are due Rice, click on the gray box labeled "PRINT CASHIER VOUCHER" and print out the web form voucher. Collect from the appropriate person (typically the traveler or event host) a personal check made payable to Rice for the total amount**. After the form has been approved,** submit the check along with the deposit voucher to the Cashier's Office for deposit. *Cash may also be deposited, but a check is preferred.*

> **NOTE:**
> *It is advisable to note on the check the travel, business meeting, entertainment envelope number (TVXXXXXX) and enclose a copy of the check and deposit voucher in the travel/bus mtg/entertainment envelope that will be kept on file in the home department.*

When monies are due an individual, the total amount due will be indicated in the box below the Accounting section of the form. Once the form has been submitted for approvals and approvals have been given, a Rice check will be issued to the person noted for reimbursement for the amount indicated. The check will be mailed by the Disbursement Office to the individual at the address indicated in the "Event/Trip Info" section of the form.

- **APPROVALS**

Once the form has been completed it is ready to submit for appropriate approvals. There are two possible types of approval:

"One Over" Approval. Per Rice policy "One Over" approval is **REQUIRED** for all travel, business meeting and entertainment expenses. "One Over" approvers are defined in the box below. **This type of approval must be requested and given before requesting "Additional Fund/Org approval."**

Traveler/Event Host:	***Approver:***
Department travelers including Principal Investigators	Department Chair/Head or designee*
Department Chair/Head or Director	Dean or division head or designee*
Deans and administrators reporting to the Provost	Provost or designee*
Provost, Vice Presidents and administrators reporting to the President	President or designee*
Vice-President for Investments and Treasurer	*Controller*
President and Assistant to the President	*Vice-President for Investments and Treasurer*

*as defined on the Rice University signature authorization card

Additional Fund/Org Approval is necessary if the "One Over" approver does not have signature authority for all of the funds and organizations codes being charged. For any expenses charged to funds/orgs which the "One Over" does not have signature authority, an authorized signer (as defined on the Rice signature card) for the additional funds/orgs being charged must approve the specific expenses.

- **REQUESTING APPROVAL**

Determine per the chart above who the "One Over" approver is for the specific traveler or event host noted on the on-line form.

In the box immediately below the gray "CHOOSE 'ONE-OVER' APPROVER OR APPROVER'S DESIGNEE" box, type in the last name of the appropriate "One Over" approver and click on the gray "CHOOSE 'ONE-OVER' APPROVER OR APPROVER'S DESIGNEE" box. A list of individuals with that specific last name will be displayed. From this list click on the appropriate "One Over" approver.

Click on the gray "Request Approval" box. An email message will be automatically sent to the "One Over' person noting that approval has been requested on a travel, business meeting, entertainment form and a "click-able" URL internet address will be provided to take the individual directly to the form. The approver will need to review the envelope containing all receipts and the on-line form. When the approver is satisfied that all receipts are present and all expenses are within policy limits, he/she will click on the "APPROVE" button.

If the "One Over" approver chooses not to approve the online form, he/she will disapprove the form and have the option of entering a message as to why the form was disapproved. The individual who submitted the form will be able to view this disapproval message from the travel, entertainment, business meeting document display and then access the form again and make any noted changes.

On the bottom section of the Travel, Business Meeting, Entertainment Form page of Banner web applications, there is a summary of all current travel, business meeting, entertainment forms in progress. Once a form has been submitted for approval, a message will appear that tells to whom the form has been submitted and notes the date of submittal. Once approved the word “APPROVED” will be posted behind the approver’s name and the submittal date.

After the “One Over” approval has been given, go back to the on-line form and view the “ACCOUNTING” section. An asterisk (*) will be shown next to each accounting line that requires additional approval. *The accounting lines noted will be those with funds and/or orgs outside the “One Over’s” signature authority.*

Identify an authorized signer who has authority to approve travel, business meeting, entertainment expenses for the specific fund and organization codes still requiring approval.

Once identified, type in the authorized signer’s last name in the box immediately below the gray “CHOOSE APPROVER FOR ADDITIONAL FUND/ORG APPROVAL AS NECESSARY” and then click on the gray “CHOOSE APPROVER FOR ADDITIONAL FUND/ORG APPROVAL AS NECESSARY” button. A list of individuals with that specific last name will be displayed. From this list click on the appropriate “Additional Fund/Org Approver.”

Click on the “REQUEST SIGN/AUTH APPROVAL” box. An email message will be automatically sent to the additional fund/org approver noting that additional fund/org approval has been requested on a travel, business meeting, entertainment form and a “click-able” URL internet address will be provided to take the individual directly to the form. Once the form has been submitted to the additional fund/org approver, a message to that effect will be displayed on the travel document display screen**.**

The additional fund/org approver is not required to review the envelope prior to giving approval. *Review of the envelope is a specific responsibility of the “One Over” approver.* The additional fund/org approver is responsible for granting approval for specific expenses to be charged to funds/orgs for which he/she is responsible.

When the additional fund/org approver agrees that these expenses can be charged to the noted funds/orgs, he/she will click on the “APPROVE” button. Once this approval has been given, a message to that effect will be displayed on the travel document display screen**.**

The additional fund/org approver may choose not to approve the online form. In this situation, he/she will disapprove the form and have the option of entering a message as to why the form was disapproved.

After this specific approver has given approval on the additional fund/orgs, go back to the on-line form and view the “ACCOUNTING” section again. Confirm that there are no asterisks (*) next to any of the accounting lines. If you do see an asterisk (*) next to an accounting line, you need to repeat the steps noted above to identify an authorized signer for the noted funds/org and submit the form to that person for additional approval.

Continue these steps until all accounting lines are approved (no asterisks appear).

NOTE: *The notification emails that are sent to the approvers are issued automatically on a 15 minute cycle.*

- **DETERMINING THAT A TRAVEL, BUSINESS MEETING, ENTERTAINMENT FORM IS COMPLETED**

Once all approvals (One Over and any additional fund/org approval) have been given and any owed monies have been submitted and processed by the Cashier's Office, the on-line form will be complete and no further action is required.

To confirm that all of these actions have been completed successfully in the Banner system, go to the initial Travel, Entertainment, Business Meeting Form page (this page shows all current travel, entertainment and business meeting forms in progress and displays the box at the top for initiating new forms). For the specific travel, business meeting, entertainment form in question the comments in the gray box under the "Action" column should read "POSTED –QRY DOC" and "REMOVE FROM MENU."

To view the completed form, click on the "POSTED –QRY DOC" button. To remove the completed document from your Travel Document Display click on the "REMOVE FROM MENU" button. *Once removed from this screen, completed forms can be reviewed by using the "Travel, Entertainment, Business Meeting Report Query," which is explained in more detail in the last section of this appendix.*

- **FILING AND MAINTAINING TRAVEL, ENTERTAINMENT & BUSINESS MEETING SUMMARY ENVELOPES**

Once the on-line form has been successfully completed, the travel, entertainment, business summary envelope will be filed in the home department of the traveler or event host.

Per Internal Revenue Service Requirements, envelopes should be kept on file for a minimum of five (5) years.

- **RECONCILING TRAVEL, ENTERTAINMENT, BUSINESS MEETING EXPENSES ON THE MONTHLY PURCHASING CARD STATEMENT**

Regular purchasing card statements are sent out by Bank One to each cardholder on a monthly basis. Per Rice policy, each cardholder or his/her designee is responsible for reconciling, on a timely basis, the statement, attaching receipts for each expenses noted on the statement and having an additional person review and sign the statement. These statements are then kept on file in the cardholder's home department for a minimum of five (5) years.

All travel, entertainment and business meeting charges will be noted on the monthly statement. Since these types of charges are accounted for on the on-line travel, entertainment and business meeting form and receipts are kept in the summary envelope, the cardholder/designee will not have these receipts available for filing with the monthly statement.

In place of matching the travel, entertainment, and business meeting receipts to the statement, the cardholder or designee should instead note next to each applicable charge the following comment, "T/E/BM."

By noting "T/E/BM" next to each applicable charge that has been accounted for on the on-line form and filed in the summary envelope, the cardholder/designee is providing adequate information so that these expenses can be located and reviewed at a later date, if necessary, in the "Purchasing Card History" Banner web query. *Review at a later date might be necessary by department administrators/coordinators, internal and/or external auditors, research accounting staff, etc.*

- **AVAILABLE BANNER WEB QUERIES FOR REVIEWING TRAVEL, ENTERTAINMENT AND BUSINESS MEETING CHARGES**

  The **"Travel, Entertainment, Business Meeting Report Query"** can be accessed in the Banner web applications, under the "Buy/Pay Queries" section. This query will allow a user to query (within set security limits) on COMPLETED travel, business meeting and entertainment forms by specific criteria.

  The "**Unaccounted for Travel/Ent/Bus Mtg Pcard Charges**" can be accessed in the Banner web applications, under the "Buy/Pay Queries" section. This form will allow a user to query (within set security limits) on all unaccounted for travel, business meeting, and entertainment charges by specific criteria. This query should be helpful for department administrators and coordinators in monitoring outstanding travel, business meeting and entertainment charges that are to be reported, per policy, within 21 days of the completed trip or event.