

Title	Employee Travel Reimbursement
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Dept./Division	Finance Office AP Process
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Processes	FAAINVE

In response to Governor Daugaard's March 5, 2014 memo on strengthening internal controls on employee travel reimbursements, several changes will take place in Banner Finance to process employee travel reimbursements. In addition to the travel guidelines established by the Office of the State Auditor (OSA) the following policy and procedures changes will take effect on May 27, 2014.

Employee's Responsibility

1. All travel reimbursement requests must be submitted within 60 days of return from the trip.
 - a. If the travel reimbursement request is not submitted within sixty days, an additional form, signed by supervisor, must accompany the request.
 - i. **ARSD 3:05:03:03.1. Voucher submission timing.** A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.
General Authority: SDCL 4-9-1.1.
Law Implemented: SDCL 3-9-8, 4-9-1.1.
 - ii. The President of the University should not delegate this signature authority.
 - b. The Office of the State Auditor (OSA) has developed the form and will be posted on OSA's website on or around May 27, 2014 (<http://www.sdauditor.gov>) and on SNAP
 - c. A 60-Day Rule Time Chart for the remainder of FY14 and FY15 is also posted on SNAP.
2. All travel reimbursement request forms must contain a travel begin date and travel return date for each trip.
3. In-state Travel
 - a. An employee who frequently travels in-state may submit one travel reimbursement form with multiple trips.
4. Out-of-State Travel
 - a. Each out-of-state trip must be submitted on a single travel reimbursement request form.
 - i. Leave Home Station to destination(s) and return to Home Station
 - ii. Example: Trip from Pierre to San Francisco (for two days) and return to Pierre would be submitted on a single reimbursement form.
 - iii. Example: Trip from Pierre to Denver (for two days) to San Francisco (for three days) and return to Pierre would be submitted on a single reimbursement form.
 - b. The out-of-state travel request form must accompany the travel reimbursement request form or be on file at the department or designated office.
5. All travel reimbursement request form must be signed by the employee.
6. All appropriate receipts must accompany the travel reimbursement request form.

Banner Finance Entry

FAAINVE

1. *** Required Fields**

- *Invoice Date: The date of the vendor’s invoice field – **Travel Begin Date**
- *Transaction Date: The date the invoice will post, usually defaults to the current date.
- *Payment Due: The date the payment is due. Payment Due is a required field and will default if payment terms (such as Net 30 days) are assigned in the vendor maintenance by Accounts Payable Shared Services. If not, enter date the invoice is to be paid. This is the date Shared Services will use when selecting invoices to pay.
- *Vendor Invoice Field: **Travel Return Date**

The travel return date MUST BE in the following format:

- **YYYYMMDD (Year, Month, Day)** i.e., 20140409 (Field up to 15 characters) April 04, 2014
- Following the return date additional information may be tagged or entered. i.e. 20140409-Air (noting reimbursement for airfare)
- The system will flag & provide a warning if the invoice is already used. (internal control)

2. In-state Travel Invoices

- a. An employee who travels frequently in-state, the beginning and ending travel date range might include several trips covering two weeks or a month. The begin date is the first day of the travel sequence and the return date is the day returned from last trip.

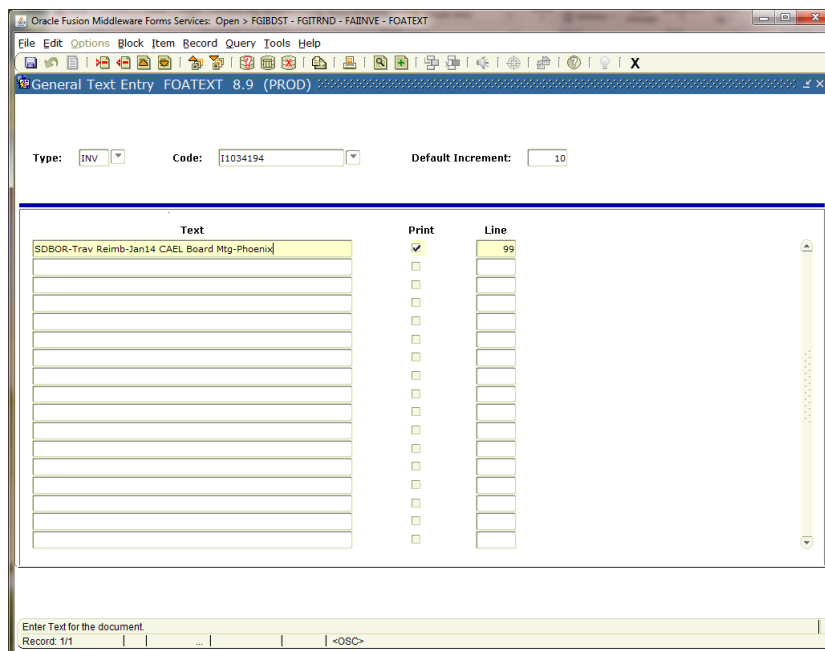
3. Out-of-State Travel Invoices

- a. One travel detail form for each out-of-state trip.
- b. One Banner invoice document for each out-of-state trip.
- c. The multiple invoice option on FAAINVE CANNOT be used. (The travel begin date does not default into the FACICON, Vendor Invoice Consolidation screen.)
- d. Entries for airline tickets and conference registrations must be on separate lines.

FOATEXT Form

1. *** Required Field**

- a. Line 99 Standard campus identifier (institution), department, name of the meeting and destination



System Responsibility

1. Annual review and update authorization
 - a. Signature page submitted to the OSA must be updated annually
2. Report provided to OSA on a periodic basis.