TRAVEL AND BUSINESS EXPENSE REPORT
UNIVERSITY OF PITTSBURGH
FORM INSTRUCTION GUIDE

FORM TITLE: TRAVEL AND BUSINESS EXPENSE REPORT

NUMBER: FORM 0060

PROCEDURE: 05-07-01

Forms can be obtained using FormFlow or by downloading from http://www.bc.pitt.edu

ENTER THE FOLLOWING INFORMATION WHERE INDICATED:

Page One Instructions

1. Payee Last Name- Enter payee's last name.
2. First Name, MI- Enter payee's first name and middle initial, if applicable.
3. Soc. Sec. #- Enter payee's social security number. This is for identification purposes only.
4. Delivery Address- Enter payee's address. If the address is on campus, only type in room number and building. If it is a home address then use complete street, city, state, and zip.
5. Payee E-mail- Enter payee's e-mail address, if applicable.
6. Phone Number- Enter payee's phone number.
7. Type Of Travel- Select the type of travel by placing an X in either Local, In-State, US-Out Of State or Foreign.
8. Explanation Of Business Expense- Enter the date(s) and reason in the following format; 15-JUL-03 to 18-JUL-03 – American Cancer Society Conference. Do not use acronyms, such as ACS. Please spell out all names.
9. Expense Distribution By Account Number- Enter the account number to be charged. The sub-code should begin with 63XX, unless the reimbursement is for supplies. If the expense is unallocable, use 6376 for the sub-code. Sub-code 6376 is not compatible with the 05 Entity code.
10. Total Expense- This is the total of all detailed expenses listed on the second page. If you using more than one account number, please list the corresponding expenses with their respective account number.
11. Less Advanced Received and Date- Enter the amount (if any) of advances for this trip. If the advance is still outstanding, type the date the advance was received.
12. Amount Due Payee- This will be the total amount of the check if the payee did not receive an advance or the total expenses are more than the original travel advance.
13. Amount Due University- This will be the total amount of the check if the advance was for more than the total expenses. Payee should remit this amount to The University of Pittsburgh.
14. Partial Payment Box- The box (shown in black) under Amount Due University will show a partial payment comment if the amount of money due to the payee is less than the total amount of expenses listed on page 2. The authorizing signature on the form validates that the amount due is correct even with the exception message.
15. Answer The Following Questions- Place an X in either the Yes or No box to answer the questions listed.

a. "Has Payee ever received a T&B payment before?" This question allows Payment Processing to note that the creation of a vendor for this document has been completed previously.
b. "If yes, is the address the same as your last T&B?" This question allows Payment Processing to note that the address creation for this vendor has been completed previously.
c. "Is this a moving expense?" This question allows Payment Processing to perform the additional steps that this T&B will require.
d. "Does payee have an outstanding advance?" The payee needs to clear all outstanding travel advances before receiving reimbursement. Payment Processing will not reimburse the payee while an outstanding travel advance exists.
e. "If yes, is the advance for this T&B?" A Yes answer allows Payment Processing to confirm whether the payee will clear the advance with this T&B. A No answer allows Payment Processing to confirm that the travel advance is indeed for another trip and that this T&B can be processed.

16. Please Review Before Sending- This checklist identifies some of the most common errors that can potentially delay your expense requests. To insure quick payments, please review this checklist each time you are filling out a T&B.
17. Date Prepared- Enter the date the T&B was filled out using the format DD-MMM-YY.
18. Payee Is?- Place an X in the appropriate box– Employee, Student or Other.
19. Contact For Problems?- Place an X in the appropriate box– Payee, Preparer or Authorizer. This gives Payment Processing a contact person for problems or questions on the request form.
20. Phone (P) Or E-mail (E)- Place a P or an E in this box to determine the method of contact used by Payment Processing.
21. Error Box- The box (shown in black) under the Agreement Statement will show an error message if the payee is attempting to receive more than the total amount of the expenses listed on page 2. The message displayed will say "ERROR! Amount Due > total expenses listed!!!" The T&B will not be processed if this message appears.
22. Payee Signature and Date Signed- This is where the payee will sign and date the form. By signing and dating this form, the payee agrees to the following statement - "I attest that expenses listed here are valid and conform to the provisions established in the Travel and Business Expense Policy and expenses have not been paid through a Business Travel Request, Disbursement Request, Travel Advance or outside organization."
23. Preparer Name, Phone and E-mail- Enter the preparer's name, phone and e-mail in case there is a problem with the form.
24. Authorizing Name And Title, Phone, and E-mail- Enter the authorizing person's name, title, phone, and e-mail.
25. Authorizing Signature and Date Signed- The person listed in the Authorizing Name And Title must sign and date the form.

Page Two Instructions

26. Were travel tickets purchased from a University Certified Travel Agency?- if the payee charged travel tickets to a University Certified Travel Agency, enter the amount that was charged. Attach the airline tickets to the back of the form for verification.
27. Account #- Enter the account number that the airline tickets were charged to.

28. Internal Revenue Service Mileage Rate- This is the current amount allowed for mileage reimbursement. You can check the accuracy of this figure at http://www.pts.pitt.edu/Travel/mileage.htm
29. Complete the top table with the following information:
    a. Num- Place this line number on the corresponding receipt.
    b. Date- This is the date the expense was incurred. List each day and the day's expenses on a separate line.
    c. Destination/Explanation- This is where you'll list the destination of each leg of the trip or for non-trip expenses, you'll list the explanation of that expense.
    d. Transportation- Under the corresponding box, you'll list the amount of air, rail, bus, taxi, car rental, parking, or mileage expenses. Attach original receipts to back of form with the number listed for the corresponding line item. Under the mileage section, mileage begins from the payee's place of business not home address. In addition, the Excel form and FormFlow form will automatically calculate the dollar amount using the current Federal Mileage Rate.
    e. Meals-During Travel- This is the Per Diem amount. Per Diem rates are listed at http://www.pts.pitt.edu/Travel/perdiems.htm On travel days or partial days, the payee will receive 75% of the Per Diem.
    f. Meals-Business- These should not exceed $60.00 per person. You will need to list the attendees in the bottom table on the form. Attach all original receipts to the back of the form with the corresponding line noted on each receipt. Payee should not claim meals-business and full Per Diem. Reduce Per Diem using the following percentages when claiming a Meals-business:
        i. Breakfast 20%
        ii. Lunch 25%
        iii. Dinner 50%
        iv. Incidental 5%
    g. Lodging, Telephone, Internet, Fax- This is the amount paid for lodging, telephone, the use of the internet, or a fax machine. Attach all original receipts to back of the form with the corresponding line noted on each receipt.
    h. Other- This is the amount paid for other expenditures. You will need to list the explanations for these expenses in the bottom table. Attach all original receipts to back of the form with the corresponding line noted on each receipt.
    i. Total- This will be automatically calculated by the Excel form or the FormFlow form.
30. Complete the top table with the following information:
    a. Date- This is the date the expense was incurred.
    b. Explanation- This is the explanation of the expenses listed in the Business Meals or Other columns in the table above.
    c. Amount- This is the amount of expenses listed.
    d. Location- This is where the expense was incurred on the trip.
    e. Names Of Persons In Attendance And Organization Affiliations- This is where you will need to list all of the names of the persons attending and which organization they represent. Provide the social security numbers if and where it is applicable.
31. Provisions- Please review all provisions to insure that the T&B meets all policy requirements listed.