GROUP TRAVEL

Appendix A

An additional guide for group travel

Updated: 22 October 2020
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Introduction

This appendix provides a more comprehensive guide to group travel. These guidelines are followed when all expenses are covered by a group leader, and members do not receive individual reimbursements from the University of Alaska (UA).

If a group member has a UA travel card, they cannot use their card during the trip unless they have their own Request. They should not cover expenses for any other group member unless they intend to be a group leader. Their travel card charges are only reconcilable through a Report on their account. We cannot move travel card transactions to another user’s account like we can with the agency card charges. If they do want to use their card and file their own Request, CTM can still coordinate their airfare booking with the group’s.

Before Travel

The Request is submitted under the group leader and includes all expenses for the trip.

The group leader or delegate contacts CTM directly for booking. CTM can book a trip for an entire group under a single Request.

1. Travelers/Delegates can use the “Group Travel Request” spreadsheet to keep track of the information. If used, the spreadsheet is submitted to CTM and bcc’d to the Agency Card Administrator at Statewide. The Card Administrator needs the information to ensure all airfare expenses are applied to the group leader’s account in Concur.
2. If the spreadsheet is not used, CTM needs the travelers’ names as they appear on their ID as well as their birth date for each ticket. The Card Administrator needs notification about the ticketing for the group.

During Travel

Lodging

The group leader should use their travel card to pay for the group’s lodging. That way, all lodging expenses feed directly to their Concur account. Alternatively, a travel coordinator may use their ProCard with approved waiver to pay for group lodging. For large groups, it is sometimes easier to process lodging through Procurement.

M&IE

The group leader has two options for handling meal and incidental expenses (M&IE) for themselves and the group during the trip. They are reimbursed at actual meal costs OR authorized per diem allowance, not both.
Per Diem Allowance

1. The group leader can request a travel advance to cover the per diem for their group members
   a. Requires Cash Advance enabling before Request is submitted (contact Cash Advance Admin)
   b. Once enabled, Cash Advance is available on the Request Header
   c. If the advance is not requested with the trip Request, the group leader can still request one by directly contacting their Cash Advance Admin
2. The group leader can also have Cash Advance enabled on their travel card
   a. Allows them to use their travel card to withdraw money from an ATM
   b. This is an option if the cash advance amount does not exceed their card limits
   c. Both the Cash Advance Admin and Card Administrator must enable travel advance capabilities in Concur and on the card
3. Group per diem requires a sign off sheet specifying the amount of cash disbursement received by each group member; group leaders are advised to manage this during travel
4. Group per diem is limited to the allowable amount for each group member at the business location rate
5. The group leader can use their travel card during the trip for M&IE purchases
   a. All M&IE charges are considered “Per Diem Offset Meal”
   b. If they provide a member with per diem AND purchase them a meal, that meal is still considered “Per Diem Offset Meal”

Actual Meal Support

1. The group leader uses their travel card or personal form of payment to pay for all M&IE at actual cost
2. Group leader must obtain and attach itemized receipts for all M&IE purchases; cannot include alcohol purchases
3. A sign off sheet is not required so long as the Request or Report clearly documents the names of group members on the trip

Hot Tip: Use the Travel Allowance feature on the Report to pre-calculate the allowable M&IE rate before travel commences. Create a Report and enter the planned itinerary in the Travel Allowance. From there, document any excluded days or meals and select “Calculate Expenses” on the Expenses & Adjustments tab. Concur calculates the M&IE rate for the business location(s).
After Travel

1. Complete a Report from the group leader’s Request that includes all expenses for the group.

2. Lodging
   a. The group leader’s lodging costs are expensed as “Lodging” and itemized accordingly.
   b. The group members’ lodging costs are expensed as “Group Lodging”.
      i. If the group leader’s lodging is included in the group members’ lodging, the entire cost is expensed as “Group Lodging”.
      ii. Use single itemizations to separate any non-lodging costs (e.g. “Per Diem Offset Meal”).
   c. Use Payment Type “Prepaid by University” to document lodging paid on a ProCard or through Procurement.

3. Per Diem Allowance
   a. If the group leader distributes cash per diem to the group members, use Expense Type “Group Per Diem” to document the amount(s) provided.
      i. Requires a sign off sheet specifying the amount of cash disbursement received by each group member.
      ii. Limited to the allowable per diem for each group member at the business location rate.
      iii. Cannot exceed the total from the sign off sheet.
   b. The group leader's per diem is applied via Expenses & Adjustments in the Travel Allowance, instead of included in “Group Per Diem” (since it is their allowable per diem and not part of the cash disbursement).

4. Actual Meal Support
   a. The group leader claims all M&IE purchases as reimbursable actual meal costs using Expense Type “Actual Meal”.
   b. Each expense requires an itemized receipt and cannot include alcohol purchases.
   c. The Report must include a Travel Allowance to calculate the allowable M&IE rate for the business location.
      i. The total paid in meal actuals cannot exceed the allowable per diem for the group.
      ii. Any overage is deducted from the group leader's reimbursement.
Sign Off Sheet - Per Diem

Group Leader, ________________________ on Request ID _______ handed out cash Per Diem in the amounts listed below. I am not due any further reimbursements from the University of Alaska.

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