

Instructions for Completion of Employee Travel Reconciliation Voucher

The Employee Travel Reconciliation Voucher is used to request reimbursement for out of pocket expenses incurred on behalf of Western CT State University to reconcile approved travel expenditures.

The voucher is in an excel format and can be completed via excel or typewritten. Please note that handwritten vouchers will not be accepted.

All expenses other than mileage and meals must be supported by original itemized receipts showing payment was made. These receipts need to be attached to the voucher. Travelers utilizing electronic ticketing for airlines must submit with their voucher the original receipt, original boarding pass and a copy of the itinerary showing amount paid.

In the event an original receipt is not available, other acceptable forms of payment include a receipt faxed directly to the Travel Office by the sponsoring organization (fax # 203-837-8659); a copy of both sides (face and endorsement side) of a cancelled check or the original cancelled check; a copy of a bank statement or a printed electronic bank statement along with a copy (photocopy or duplicate check copy) of the front side of the check; or, a print-out of a web-banking or credit card statement indicating the payee and amount paid.

Any claim for reimbursement involving personal bank account numbers and credit card numbers must have those account and credit card numbers made illegible on documentation for the traveler's personal protection.

Mileage reimbursement must be supported by MapQuest documentation.

Completed and signed vouchers accompanied by proof of payment documentation are to be forwarded to the University's Travel Office, located in Administrative Services, lower level of University Hall. Should there be an amount due the University, please forward a check made payable to "WCSU" with the reconciliation voucher form.

The following information and instructions are provided to assist in the completion of the Employee Travel Reconciliation Voucher:

<u>Description/Block Number</u>	<u>Instruction</u>
Payee Name (1a)	Enter your name in this block.
Signature (1b)	After the travel reconciliation voucher is completed and printed, sign your name in this block prior to forwarding the voucher to the University's travel office.
WCSU Banner ID# (2)	Enter your nine digit banner identification here. DO NOT enter your Social Security number.

Date (3)	Enter the start date and end date of travel.
Destination (4)	Enter the city and state of departure and the city and state travelled to.
Time (5)	Enter the departure and arrival times.
Travel Method (6)	Using the drop down menu, enter air, bus, or rail travel and corresponding expenses.
Rental Car (7)	Enter the expenses associated with renting a car.
Taxi/Shuttle/Limo (8)	Using the drop down menu, enter taxi, shuttle, or limo travel and corresponding expenses.
Parking/Toll/Gas Expenses (9)	Using the drop down menu, enter parking or toll and corresponding expenses. Gas expenses are allowed for rental vehicles only. Personal vehicles are allowed mileage reimbursement.
Registration Fee (10)	Enter the registration fees associated with the travel.
Lodging (11)	Enter hotel and lodging expenses. Enter the number of nights; then, enter the billed room rate plus tax for one night's charge.
Meals (12)	<p>Enter number of days that were travelled. Enter the per diem rate. If meals were included; enter the number, type of meal, and dollar amount to be deducted for the meals that were provided.</p> <p>Please refer to "Exhibit A: Calculating Meal Reimbursements" below for assistance in calculating meal reimbursements.</p>
Auto Expense (13)	If a personal vehicle was used, enter the miles driven as determined by Mapquest. The exact mileage number is to be entered.
Conference Materials/Supplies (14)	Using the drop down menu, enter conference materials and supplies expenses.
Miscellaneous Expenses (15)	Using the drop down menu, enter miscellaneous travel expenses.
TA Number (16)	Enter the travel authorization number identified on the copy of your travel authorization.
Org (17) and Amount (18)	These areas will be completed by the travel office.

Less Prepaid Fee (19)	Enter the amount of the registration fee that was prepaid by the University.
Cash Advance (20)	Enter the amount of the cash advance that was issued by the University.
Less Other Expenses Paid By University (21)	Enter the amount of any other expenses that were prepaid for by the University.
Amount Due Employee (22)	Should the traveler be entitled to reimbursement, this section will self populate based on the travel expenses entered.
Amount Due University (23)	Should the traveler be required to reimburse the University, this section will self populate based on the travel expenses entered.
Agency Travel Office Approval and Date (24) (25)	These areas are reserved for final approval of the voucher reconciliation form by the University's travel office. Following submittal of the completed travel reconciliation voucher, receipts, and/or payment to the travel office, the travel office approves the traveler's reconciliation voucher. Any amounts due the traveler will subsequently be forwarded to the traveler via check or electronic fund transfer.

Exhibit A

Calculating Meal Reimbursements

The following information and examples are provided to assist the traveler in calculating meal reimbursement expenses.

Section 1: Calculations for Travel Consisting of Two Days

Example:

A traveler is going on a trip on the 6th and 7th with the per diem rate at \$46.00. Based on this, as the 6th is the day of departure and the 7th is the date of return, for these days, the traveler is entitled to 75% of the per diem, calculated as follows:

$$.75 + .75 = 1.5 \text{ days of travel}$$

Therefore:

$$1.5 \times \$46.00 = \$69.00 \text{ meal reimbursement for the travel period}$$

Section 2: Calculations for Travel Consisting of more than Three Days

Example:

A traveler is going on a trip from the 6th through the 11th with the per diem rate at \$66.00. Based on this, as the 6th is the date of departure and the 11th is the date of return, for these days, the traveler is entitled to 75% of the per diem. For the days in between the travel days, the traveler is entitled to 100% of the per diem.

$$\begin{aligned} .75 \text{ (for the 6}^{\text{th}}) + .75 \text{ (for the 11}^{\text{th}}) &= 1.5 \text{ days} \\ 100\% \text{ (for the 7}^{\text{th}}, 8^{\text{th}}, 9^{\text{th}}, \text{ and } 10^{\text{th}}) &= \underline{4 \text{ days}} \\ &= 5.5 \text{ days of travel} \end{aligned}$$

Therefore:

$$5.5 \text{ days} \times \$66.00 = \$363.00 \text{ meal reimbursement for the travel period}$$

Section 3: Calculations for Meals Provided at Conferences: If meals are included in the conference, then the meals that are provided need to be deducted from the per diem. To help identify the cost of each meal to be deducted utilize Section 5 “Meal Travel Allowance Breakdowns” below.

Example:

A traveler is attending a conference for which there is one breakfast and two lunches provided by the conference.

Therefore: Using the example in section two which identified a \$66 per diem rate and a final reimbursement of \$363.00, based on the chart in section 5, the deduction of meals would be as follows:

	\$363.00
Less:	\$ -11.00 (breakfast)
	\$ -16.00 (lunch)
	<u>\$ -16.00 (lunch)</u>
	\$320.00 meal reimbursement would be provided to the traveler for the total trip.

Section 4: Key Points

- *Receipts are not required for meals.
 - *Continental breakfasts and receptions are not considered meals and would not be deducted from the meal allowance.
 - *There is no meal reimbursement for one-day trips.
 - *Expenses for liquor (including beer and wine) and floor cover charges billed with food are not reimbursable.
 - *Completed travel vouchers and receipts must be returned to the travel office within fifteen business days of the completion of travel if a cash advance was issued and thirty calendar days after the completion of travel if there was no cash advance issued.
 - *Failure to submit the completed voucher forms in a timely fashion will jeopardize a traveler’s ability to obtain further advances and/or reimbursements for future trips.
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Section 5: Meal Travel Allowance Breakdowns

The following chart details the allowances for breakfast, lunch, and dinner for meal calculations. Further information and guidance regarding meal reimbursements could be found in the on-line WCSU travel, website link <http://www.wcsu.edu/travel/Guide/page14.asp>.

<u>M&IE Rate</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidentals</u>
\$46	\$7	\$11	\$23	\$5
51	8	12	26	5
56	9	13	29	5
61	10	15	31	5
66	11	16	34	5
71	12	18	36	5

Section 6: Foreign Travel Reimbursement

To convert foreign receipts to US currency use www.oanda.com/converter/classic. This is the only website that is approved by the Connecticut State University System to use for currency conversions. On the currency converter website page on the left choose the currency the receipt is in; on the right choose US Dollar. Enter the amount of the receipt based on the information explained below.

*Airfare/Rail/Bus: Enter the amount shown on the ticket in the amount box on the left. Enter the day after the date on the receipt in the date box on the right.

*Registration Fee: Enter the amount of the registration fee in the amount box on the left. Enter the day after the date on the receipt in the date box on the right.

*Lodging: Enter the billed room rate plus tax for one night's charge in the amount box on the left. Enter the day after the date on the receipt in the date box on the right.

*Transportation (other than Airfare/Rail/Bus): Enter the amount of the receipt in the amount box on the left. Enter the day after the date on the receipt in the date box on the right. Gratuities are not included.

*After calculating the conversion for the receipt, print the page, attach the receipt and identify what the receipt is for.

*A conversion sheet needs to be printed for each receipt.

Section 7: Foreign Travel Reimbursement – Use of Credit Card

If a credit card is used in foreign travel and the statement provides a currency conversion, then the Oanda converter would not need to be used. The credit card statement needs to be provided with the receipt. The currency conversion noted on the credit card transaction would be utilized for the currency conversion. The foreign transaction fee incurred may be reimbursed, if there is funding available, the traveler must submit their credit card statement documenting the actual expenses incurred.

Revision Effective: 8/12

TRAVEL RECONCILIATION VOUCHER

Rev. Original - 5/2012

WESTERN CONNECTICUT STATE UNIVERSITY
181 WHITE STREET, DANBURY CT 06811

1. Use this form for employee reimbursement of travel expenses.
2. Form must be typewritten or completed via excel. Please sign in block (1b).
3. For specific reimbursable expenses refer to the Travel Policies and Procedures at: www.wcsu.edu/travel

PAYEE CERTIFICATION

I affirm the reimbursements claimed herewith are just and that the travel indicated was officially necessary. I further affirm that all applicable obligations incurred by te State on my behalf, such as family travel and associated expenses, have been repaid, by me, in full.	(1a) Payee Name	Sample	(2) WCSU Banner ID #
	(1b) Signature/Date		99999999

TRAVEL EXPENSES

(3) Date Month/Day	(4) Destination From/To	(5) Time Depart/Arrive	(6) A=Airfare R=Rail B=Bus	(7) Rental Car	(8) T=Taxi S=Shuttle L=Limo	(9) P=Parking T=Tolls G=Gas	(10) Registration Fee	Sub-Total
2/6/2012	Danbury CT	6:00 AM	A	\$1,000.00	\$500.00	P \$50.00	\$500.00	
through	to					T \$10.00		
2/11/2012	Orlando FL					G \$30.00		
SUB-TOTAL				\$1,000.00	\$500.00	\$90.00	\$500.00	\$2,090.00

(11) Lodging # Night @ Rate = Total			(12) Meals				(13) Auto Expense		(14) C=Conference Materials S=Supplies		(15) Misc. Expenses I=Internet T=Telephone		Sub-Total	
#	Rate	Total	# Days	Select # Meals	Per Diem B/L/D	Rate	Total	# Miles	0.555	Select drop-down	\$	Select drop-down	\$	
5	\$ 100.00	\$ 500.00	5.5		\$66.00	\$ 363.00				S	\$100.00			
	\$ -	\$ -	1	B	(\$11.00)	\$ (11.00)								
	\$ -	\$ -	2	L	(\$16.00)	\$ (32.00)								
	\$ -	\$ -				\$ -								
SUB-TOTAL		\$ 500.00				\$ 320.00			\$0.00		\$100.00		\$0.00	\$920.00

TOTAL EXPENDITURE \$3,010.00

(16)TA#	(17)Banner Org	(18)Amount (\$)	FEIN	Check #	Fund & Org		
T12345						(19) Less Prepaid Fee	\$ 500.00
						(20) Less Cash Advance	\$ 1,000.00
						(21) Less Other Expenses Paid by University	\$ -
						(22) AMOUNT DUE EMPLOYEE	\$1,510.00
						(23) AMOUNT DUE UNIV. (Attach Check)	

AGENCY CERTIFICATION

I certify that the services have been performed and the expenses incurred as stated in this account, except as noted; that they were necessary and proper; and that the amounts claimed are just and reasonable, except as noted.	(24) Agency Travel Office Approval	(25) Date
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