

February 15, 2023 Coffee Chat Nuggets- Travel Backup with Jenny Miska

Topic: Travel Backup with Jenny Miska

Attendance: 30

Who What How

1. Finance has final approval of expense reports, Jenny's role is to make sure that backup is submitted for each report
2. Make sure report type is listed as travel. Nancy Baldwin handles goods and services.
3. All reports over \$1200 must be approved by AVP. Copy of report, and backup submitted to AVP so they can review and approve before it moves to finance
4. Backup: Contact report (RoC) and calendar or itinerary must be sent to Jenny before traveler can be reimbursed. RoC only includes personal scheduled appointments. The list is fine, detailed RoC for each meeting is not required.
5. Single meeting process to not include detail: select output type, select display results and it will print list not detailed RoC
6. Jen Holmberg can help Commonwealth Campuses with expense reports if there is a staff shortage.
7. Gifts for specific donors are still filed as travel reports, use unrestricted budget for allocation
8. For a local visit that includes a meal still needs a ROC submitted to Jenny as backup. Calendar not needed.
9. RoC needed If just claiming mileage to visit a donor.
10. Each trip should have its own email. Don't combine multiple trips on one email. Subject line should include the traveler's name, travel dates

Common Mistakes:

- Wrong expense type
- Did you use the mileage calculator to determine mileage?
- Alcohol not put on unrestricted funds
- Does itinerary have hotel location versus meeting location?
- All receipts attached
- Parking expense at hotel itemized