



This guide provides instructions for filling out the Travel Expense Report (TER). The TER is used when settling travel advances and/or reimbursing all business-related travel expenses for employees, students, and affiliates.

This form is used by the traveler to report actual expenses incurred while on official travel status and to record these expenses within the University's accounting system. A Travel Expense Report must be completed to receive reimbursement, to remove an encumbrance, or to clear an advance. Please refer to the Financial Services Manual, [Section 14.00 Travel](#), for specific travel requirements.

Financial Services forms can be found on our Forms page. There is a link to Forms from the main website. You can search for forms or filter alphabetically.

The screenshot shows the Financial Services Office website. At the top, there is a navigation bar with links for Forms, News, FAQs, About, Staff Directory, and Contact. A red arrow points to the 'Forms' link. Below the navigation bar is a search box. Underneath, there are several menu items: ACCTS PAYABLE, CAP FINANCE, FIN COMPLIANCE, FIN MANAGEMENT, PAYROLL, TAX, and TRAVEL. The main content area displays a list of forms with columns for FORM NAME, DESCRIPTION, and UNIT/POLICY. A red arrow points to the 'Travel Expense Report' form at the bottom of the list.

FORM NAME ^	DESCRIPTION	UNIT/POLICY
Tax Exemption Certificate (AZ Form 5000A - Purchase for Resale)	To request that a purchase of tangible personal property for resale be exempt from sales tax.	Unit/Policy
Tax Exemption Certificate (AZ Form 5000 - Breeding or Production Animals)	To request that a purchase of breeding or production animals be exempt from sales tax.	Unit/Policy
Tax Exemption Certificate (AZ Form 5000 - Breeding or Production Feed)	To request that a purchase of breeding or production feed be exempt from sales tax.	Unit/Policy
Tax Exemption Certificate (AZ Form 5000 - Items for Disabled)	To request that a purchase of items for the physically or developmentally disabled be exempt from sales tax.	Unit/Policy
Tax Exemption Certificate (AZ Form 5000 - Other Deduction)	To request that a purchase using another ARS title code be exempt from sales tax.	Unit/Policy
Tax Exemption Certificate (AZ Form 5000 - Research Chemicals)	To request that a purchase of research chemicals be exempt from sales tax.	Unit/Policy
Tax Exemption Certificate (AZ Form 5000 - Research Machinery or Equipment)	To request that a purchase of research machinery or equipment be exempt from sales tax.	Unit/Policy
Technology Allowance Form	This completed form is required to be attached to the payment request in UAccess Employee for audit purposes, along with any other necessary documentation to support the justification of amount and approvals.	Unit/Policy ▼
Travel Assumption of Risk and Release	To be filled out when Students and Volunteers travel to countries under US State Department Travel Warnings.	Unit/Policy ▼
Travel Authorization Expense Worksheet (optional)	To estimate travel expenses.	Unit/Policy ▼
Travel Authorization Form ▼	To authorize travel, identify trip/traveler information and exceptions.	Unit/Policy
Travel Expense Report ▼	To finalize a trip and request partial expense reimbursement. Note: Form calculations will not work in most browser PDF Viewers except Internet Explorer. If IE is unavailable to you, save/download PDF after opening and use Adobe Acrobat Reader to complete this form.	Unit/Policy

COMPLETING THE TRAVEL EXPENSE REPORT

1 CLEAR FORM FIELDS



UAccess Financials eDoc #: 6095275

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3 TX136904

TRAVEL EXPENSE REPORT

Originating Travel Authorization # Required

TRAVEL AUTHORIZATION: T223444

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Date: 08/11/2017

5 Partial Final

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TRAVELER & DEPARTMENT INFORMATION			
NAME Wilma Wildcat	DEPARTMENT NAME Athletics	DEPARTMENT NO. 1234	DEPARTMENT PO BOX 123123
EMPLID 99909999	ROOM NUMBER 123	CONTACT NAME/TITLE Nancy Drew	PHONE NUMBER 520-621-9097

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TRAVEL ORDER		
BUSINESS PURPOSE OF TRIP (include destination): Develop performance skills at annual mascot conference in San Diego, CA		<input type="checkbox"/> IN-STATE <input checked="" type="checkbox"/> OUT-OF-STATE <input type="checkbox"/> FOREIGN
CONFERENCE DATES/TIMES June 1, 2017-June 3, 2017	DUTY POST Tucson, AZ	DESIGNATED LODGING: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- 1 **Clear All Fields** may be used at any time to erase all information from the entire form.
- 2 **UAccess Financials eDoc #:** Enter the appropriate eDoc number that corresponds to any travel expense reimbursement. This may include a travel advance (even if it settles to zero), or a DV for reimbursement. This information may be hand-written later if not immediately available.
- 3 The **TX number** is an auto-generated form number that departments may use for internal document tracking. Financial Services does **not** mandate use of this information.
- 4 Enter the original **Travel Authorization** number from the traveler’s corresponding trip.
- 5 Check the appropriate **Partial** or **Final** box.
 - **Partial** should be selected when additional trip-related expenses are expected. This may be used before or after the trip has been completed.
 - **Final** should be selected when no additional trip-related expenses are expected. This should be used only after the trip has been completed. Additional expenses may still be submitted for reimbursement even though a final TER has already been submitted.
 - Expenses for each travel event submitted under a Blanket Travel Authorization should be submitted in accordance with the Policy 14.12 Accountable Plan and marked as a final.
- 6 Enter the traveler’s and department’s information in the “**Traveler & Department Information**” box.
- 7 Provide the business purpose and pertinent trip details in the “**Travel Order**” box.

COMPLETING THE TRAVEL EXPENSE REPORT

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EMPLOYEE TRAVEL EXPENSE CLAIM											
Date	Time of		Description/Destination (include type of transportation)	Odometer				Meals	Lodging	Transportation	Exchange Rate
	Depart	Arrive		Start	End	Map/ Total Miles	Amount				
5/31/17	8:00 am		mileage, flight, meals, cab, lodging	0	0	12	5.34	40.50	209.00	157.00	
6/1/17			meals, lodging	0	0	0	0.00	54.00	209.00		
6/2/17			meals, lodging	0	0	0	0.00	54.00	209.00		
6/3/17		9:00 pm	meals, cab, flight, mileage	0	0	12	5.34	40.50		157.00	
				0	0	0	0.00				
				0	0	0	0.00				
Totals:						24	A \$ 10.68	B \$ 189.00	C \$ 627.00	D \$ 314.00	

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MISCELLANEOUS EXPENSES		
Expense Description /Purpose / Attendees	Object Code	Amount
parking at Tucson International Airport - 3.5 @ 8.00	6240	28.00
	Total Miscellaneous	E \$ 28.00

8 Enter trip expenses in the “**Employee Travel Expense Claim**” field.

Each line should contain all expenses for that day. For example:

- Departure day expenses could include: transportation/mileage to the airport, flight/baggage costs, taxi/shuttle to destination hotel, and meals.
- Intermediate travel day(s) expenses could include: rental car/daily transportation costs (i.e.: taxis, subways, etc.), and meals.
- Return day expenses could include: transportation to the airport, meals, baggage costs, and transportation/mileage home.
- The total amount for lodging may be listed on the first line, last line, or by individual day and should include only room rate and applicable taxation. Additional charges on lodging invoice are either unallowable or should be reported in the “Miscellaneous Expenses” section (see step 9).
- Use odometer readings for mileage calculations, otherwise provide full internet based maps.
- Due to the limited space per line, you may attach a spreadsheet or document with additional daily expense details.

9 Include additional business expenses in the “**Miscellaneous Expenses**” section such as:

- Business Meal/Entertainment
- Airport parking /Nightly Hotel Parking
- Field supplies
- Printing/Shipping

COMPLETING THE TRAVEL EXPENSE REPORT

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FUNDING		
NOTES: Travel Advance # 223456	TOTAL EXPENSES (A+B+C+D+E)	\$ 1,168.68
	Less Traveler Advance	300.00
	Traveler Repayment (-) OR	\$ 868.68
	Traveler Balance Due (+)	

SIGNATURE

I HEREBY CERTIFY THAT ALL ITEMS OF EXPENSE INCLUDED IN THE ABOVE AMOUNT WERE NECESSARY IN DISCHARGING THE OFFICIAL BUSINESS OF THE STATE; THE DISTANCES HAVE BEEN ACTUALLY TRAVELED ON THE DATES SPECIFIED; NO PART OF THE ACCOUNT HAS BEEN PAID BY THE STATE OF ARIZONA AND NO CLAIM AGAINST THE STATE HAS BEEN MADE FOR ANY PART THEREOF, BUT THE FULL AMOUNT IS DUE AND UNPAID; AND I DECLARE, UNDER PENALTIES OF PERJURY THAT THIS CLAIM HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE, CORRECT AND I ATTEST THAT I HAVE NOT BEEN PREVIOUSLY REIMBURSED FOR THESE EXPENSES NOR HAVE THEY BEEN PAID FOR BY THE UA PCARD. I HEREBY ASSIGN THE WITHIN STATE CLAIM TO THE UNIVERSITY OF ARIZONA AND AUTHORIZE THE ASSISTANT DIRECTOR FOR FINANCE TO ISSUE THIS REIMBURSEMENT ACCORDINGLY.

CLAIMANT SIGNATURE <i>Wilma Wildcat</i>	DATE <i>06/05/17</i>
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10 In the “**Funding**” section, consider including additional notes such:

- Policy exceptions/explanations
- Related eDoc numbers (i.e.: DIs, PCDOs, Prepaid DVs, Travel Advances, Partial Reimbursement DVs, etc.)

The traveler must sign and date in the “**Signature**” box.

- Accounts Payable verifies all signatures against the CatCard database.
- Instead of a signature, active Employees may approve the Disbursement Voucher directly within UAccess Financials and the TER may be attached to the DV rather than printed and sent with the remaining supporting documentation.
- Students and DCCs must always sign and date the physical Travel Expense Report.

SUBMITTING THE TRAVEL EXPENSE REPORT

Submit original Travel Expense Report to the Financial Services – Accounts Payable

- Include original, itemized receipts, DV coversheet.
- Attach digital or electronically generated itemized receipts/invoices to the DV Notes and Attachments tab.
- Original forms may be delivered in person or mailed via U.S. Mail or Campus Mail (see contact information below).

Accounts Payable – Phone: 520-621-9097

Location and Delivery Address: University Services Bldg., 888 N. Euclid, Room 402, Tucson, AZ 85719

Mailing Address: 1303 E. University Blvd., Box 5, Tucson, AZ 85719-0521

Campus Mail: University Services Bldg., PO Box 210158, Room 402, Campus