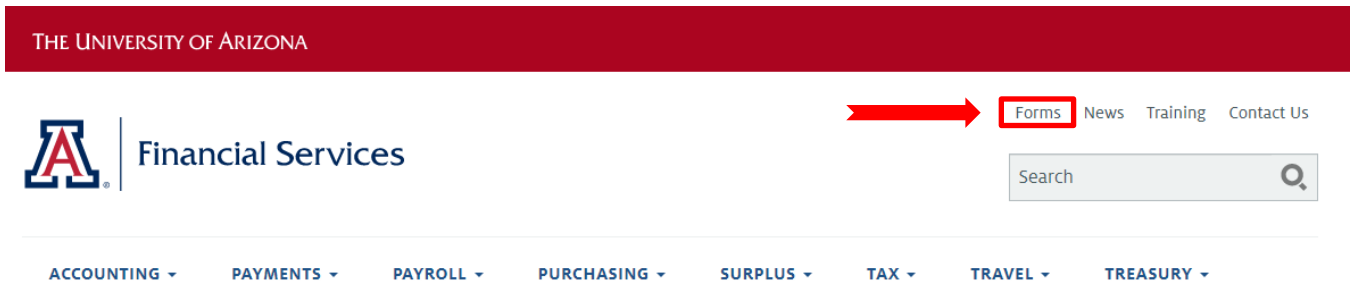


This guide provides instructions for completing and authorizing the reimbursement on a Travel Expense Report (TER). The TER is used when requesting reimbursement or settling a travel advance for all business-related travel expenses for employees, students, and Designated Campus Colleagues (DCC).

This form may be used by the traveler or delegate to report actual expenses incurred while on official travel status and to record these expenses within the University's financial accounting system. A Travel Expense Report should be completed when more than five receipts/meal reimbursements are incurred, or to settle a Travel Advance. Travel reimbursements with less than five receipts/meal reimbursements and a valid business purpose, may be processed directly on the Disbursement Voucher without completing a TER. Please refer to the Financial Services Manual, [Section 14.00 Travel](#), for specific travel policy requirements.

The Travel Expense Report form can be found on the Financial Services website [Forms](#) page.



## Completing the Travel Expense Report



### TRAVEL EXPENSE REPORT

**STOP!** You must save this document to your device **before** filling it out. Completing this form in your web browser will result in loss of work. We recommend using Adobe Acrobat Reader to complete and sign.

UAccess Financials eDoc #:	
Travel Authorization: T	
Date:	

TRAVELER & DEPARTMENT INFORMATION	
<b>TRAVELER NAME</b>	<b>TRAVELER EMPLID or NETID</b>
<b>REPORT PREPARED BY</b>	<b>PREPARER PHONE NUMBER</b>
<b>BUSINESS PURPOSE</b>	<b>PRIMARY DESTINATION (CITY/STATE)</b>

1. Enter UAccess Financials Edoc # if available; however, this is optional if unavailable at the time of completing the form.
2. Enter the original Travel Authorization # that corresponds with this specific travel event. This is required to validate the travel was approved prior to travel occurring.
3. Select the date the form is being completed.
4. Enter the Traveler's name and Traveler's EMPLID or NETID (both are not required).
5. Enter preparer name and phone number of who is preparing the form on behalf of the Traveler. If Traveler is preparer, enter the Traveler's name and phone number.
6. Enter a brief Business Purpose for the trip and primary destination (City/State).



Trip Example:

ITEMIZED TRAVEL EXPENSES						
*Use either internet-based mileage (map application) OR odometer start/end, per line. Do not use both on the same line. Odometer distance will calculate automatically.						
**If mileage was entered, amount will calculate automatically based on the mileage reimbursement rate and the date entered. <a href="#">See Reimbursement Rates.</a>						
Date	Expense Type	Expense Description/Details	Odometer Start	Odometer End	*Internet mileage OR odometer distance	**Amount
1/10/23	Mileage	Mileage to/from Airport	0	0	20	12.50
1/10/23	Meals	75% Departure meals	0	0	0	48.00
1/10/23	Transportation	Flight to San Diego for Conference (Paid via PCard)	0	0	0	0.00
1/10/23	Lodging	Lodging (Paid via PCard)	0	0	0	0.00
1/10/23	Transportation	Uber to/from Hotel	0	0	0	26.00
1/10/23	Miscellaneous	Baggage to/from	0	0	0	50.00
1/11/23	Miscellaneous	Book purchased at Conference (Business Reference material)	0	0	0	29.95
1/13/23	Meals	75% Return meals	0	0	0	48.00
1/13/23	Meals	Travel Meal Reimbursements (1/11 - 1/12) \$64 full day	0	0	0	128.00

Recommendations:

- Bundle expense types such as daily meals, baggage, ride shares, etc., to avoid adding multiple lines per expense, per day.
  - Listing PCard expenses are helpful but not required since this is an example only to track non-reimbursable expenses.
  - Miscellaneous expense types can be utilized for field supplies, printing, shipping, or other business expenses that occurred during travel status.
8. Form will calculate amounts as they are entered. Notes can be entered indicating any extenuating circumstances of the trip such as personal time taken, designated lodging selected, etc.

Example of reimbursement owed to Traveler:

<b>NOTES</b> (Please indicate if personal time or designated lodging was utilized, or any unique circumstances of the travel.) Designated lodging utilized and conference brochure provided. Two days personal time at end of trip not included in expenses. (cost comparisons provided).	<b>TOTAL EXPENSES</b>	\$ 331.82
	Travel Advance Amount	
	<b>Total Reimbursement</b> OR <b>(Balance Owed)</b>	\$ 331.82

If a travel advance was issued, enter the amount of the advance in the Travel Advance Amount field. Example of reimbursement owed to Traveler less travel advance issued:

<b>NOTES</b> (Please indicate if personal time or designated lodging was utilized, or any unique circumstances of the travel.) Designated lodging utilized and conference brochure provided. Two days personal time at end of trip not included in expenses. (cost comparisons provided).	<b>TOTAL EXPENSES</b>	\$ 331.82
	Travel Advance Amount	250.00
	<b>Total Reimbursement</b> OR <b>(Balance Owed)</b>	\$ 81.82

Example of monies owed from travel advance to the University from Traveler:

<b>NOTES</b> (Please indicate if personal time or designated lodging was utilized, or any unique circumstances of the travel.) Designated lodging utilized and conference brochure provided. Two days personal time at end of trip not included in expenses. (cost comparisons provided). Travel Advance T123456	<b>TOTAL EXPENSES</b>	\$ 331.82
	Travel Advance Amount	350.00
	<b>Total Reimbursement</b> OR <b>(Balance Owed)</b>	(\$ 18.18)

# Signature

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 P-CARD. I HEREBY ASSIGN THE WITHIN STATE CLAIM TO THE UNIVERSITY OF ARIZONA AND AUTHORIZE THE ASSISTANT DIRECTOR FOR FINANCE TO ISSUE THIS REIMBURSEMENT ACCORDINGLY.	
TRAVELER SIGNATURE:	

*Do not sign until all fields have been finalized. Form will lock once digital signature is entered.*

9. Traveler must review all entries, verifying that receipts and supporting documentation align with the reimbursement amount. Upon verification, Traveler is required to sign the form. Once the form is signed it may **not** be edited.

## Submitting the Travel Expense Report

10. Depending on departmental internal processes the Travel Expense Report can be completed by a delegate (business manager, administrator, or supervisor) or the Traveler. A Disbursement Voucher (DV) should be initiated in UAccess Financials via one of the following examples:
  - a. Traveler completes the Travel Expense Report, signs, and forwards via email to the delegate, along with receipts and all supporting documentation. The delegate initiates the Disbursement Voucher but does not need to be routed within UAccess Financials to the traveler since approval is obtained on the TER.
  - b. Delegate completes the Travel Expense Report and routes the form in Adobe Sign to the Traveler to review and sign. TER and all supporting documentation are attached to Disbursement Voucher as one travel packet but do not route in UAccess Financials to the traveler since approval is obtained via Adobe Sign.
  - c. Delegate/Traveler completes the Travel Expense Report and generates the Disbursement Voucher. Travel Expense Report and all supporting documentation is attached and the DV and routed via UAccess Financials for the traveler to approve.

NOTE: The Travel Expense Report, supporting documentation such as mileage maps, comparison documentation, personal time taken, as well as receipts/invoices, should be combined as one packet of attachments to avoid multiple lines/receipts when possible.

For questions, please contact Accounts Payable at 520-621-9097 or [FNSV-Accounts-Payable@arizona.edu](mailto:FNSV-Accounts-Payable@arizona.edu).