

OIT PROCEDURES – STAFF DEVELOPMENT AND CONFERENCE TRAVEL

As of: JANUARY 2019

For any and all travel and training that occurs away from the UNLV campus, State Statute requires all state employees to be good stewards of all University funds. Travel should be by the least expensive method available when such factors as total travel time, salary of employee, availability of agency cars, and costs of transportation are considered. All travel expenses will be subject to final approval by the Associate Director for IT Administrative Services.

[A] GENERAL GUIDELINES:

- Submit an ERF
- Submit a Leave Request in Workday
- Payment for travel-related expenses occurs as follows:
 - a. **OIT pays:** Conference registration; airfare
 - i. Sufficient time must be allowed for these arrangements to be pre-paid via P-cards
 - ii. Traveler may choose to pay any expense with personal credit cards and seek reimbursement
 - iii. If family members accompany an employee, those arrangements are not made by OIT, and any expenses incurred on their behalf must be paid for separately from the traveler's expenses.
 - b. **Traveler pays:** hotel; meals; parking; baggage fees; ground transportation; rental car fees and gas (if approved); reimbursement is processed following end of travel status.
- Travel advances may be requested if it is included in comments in the original ERF, with justification regarding the need for an advance (such as a financial hardship). The university will allow an advance only for meals that are eligible for per diem reimbursement while in travel status. Advances are reconciled against receipts upon return.
- All OIT travel/training policies are based on UNLV policies, found at Accounts Payable's website: <https://www.unlv.edu/controller/travel-program>

[B] PRE-TRAVEL:

- 1) **Submit Footprints Electronic Request Form (ERF)** for and get Supervisor approval approximately 6 weeks prior to the event:
 - a) All conference/travel requests must be submitted via the Footprints ticketing system at <https://www.it.unlv.edu/oit/inside/business-services/erf> and must include:
 - i) Conference Name and URL for conference information
 - ii) Conference and Travel Dates
 - iii) Travel Destination
 - iv) Preference for method of payment for registration, airfare, & hotel (OIT or employee)
 - v) Travel advance request (if needed) and justification
 - vi) Estimated costs for:
 - (1) Conference registration (include a conference agenda/itinerary)
 - (i) Early-bird, membership, loyalty pricing should be considered whenever possible.
 - (2) Hotel (name of hotel and # of nights)
 - (i) The conference hotel should be utilized, when possible, to justify reimbursable cost. The traveler should be mindful of reasonable departure and return flights (as close to the start

and finish of a conference as practical) in order to avoid incurring additional hotel expenses that may not be eligible for reimbursement. The OIT Procurement Team will complete a Hotel Exception Form on behalf of the traveler when the hotel rate exceeds the federal travel regulations (GSA) allowable rate for the destination city. Please refer to the UNLV Lodging Policy, where the Lodging Exception Form and GSA rates can also be found: <https://www.unlv.edu/controller/travel-program/lodging>
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

(3) Airfare

(i) The University is required to be diligent in procuring the most cost effective option for travel which doesn't guarantee the traveler will fly their preferred/favorite airline. Upgrades such as first class travel, "preferred" seats, early check-in, etc. are generally not reimbursable expenses. Please refer to the UNLV Airfare Policy:

<https://www.unlv.edu/controller/travel-program/airfare>

(4) Ground Transportation/Rental Cars

(i) An airport share-ride shuttle service such as Super Shuttle is recommended as a preferred method of transportation to and from the airport and hotel. Rental cars are generally not ideal, especially when considering rental rates, gas and daily parking fees, but can be justified and approved by the Associate Director for IT Administrative Services when necessary. If a rental car is approved, please refer to the UNLV's Rental Car Policy to ensure a current state contracted company/rate is utilized. This also guarantees the appropriate insurance coverage for both the traveler and the University. **Please note that use of a non-contracted rental car company will NOT be eligible for reimbursement. Please refer to the UNLV Car Rental Policy:**

<https://www.unlv.edu/controller/travel-program/car-rental>

<https://www.unlv.edu/sites/default/files/assets/controller/accountspayable/Forms/Non-Contracted-Vehicle-Rental-Request.pdf>

2) A **Spend Authorization** will be created in Workday by the OIT Procurement Team on behalf of the traveler. The spend authorization is routed for approval to the traveler, the traveler's supervisor, and AD for IT Administrative Services. This document establishes a budgetary commitment for reimbursements.

3) **Submit a Leave Request in Workday**

- a) Leave type for local conferences: Training
- b) Leave type for out-of-town: Business Travel

[C] DURING TRAVEL STATUSⁱⁱ:

The traveler will be responsible for the following out-of-pocket expenses during their trip and will be eligible for reimbursement upon their return:

1) Meals

a. While on travel status, UNLV utilizes the federal per diem rates (varies by destination) for allowable meals, therefore, receipts are not needed. Per Diem will NOT be provided for any meals included during the conference and listed on the conference agenda/itinerary, since the cost of those meals is built into the paid conference registration. Please note that a continental breakfast provided by the conference sponsor is considered a paid "meal", and reimbursement for breakfast per diem is only allowed under special circumstances. Refer to "Anticipated Questions" on Accounts Payable's website: <https://www.unlv.edu/controller/travel-program/meals>

- 2) Mileage (if approved for driving to a conference)
 - a. The University's policy on mileage reimbursement and required forms can be found at:
<https://www.unlv.edu/controller/travel-program/mileage>
- 3) Baggage Fees
 - a. UNLV will reimburse on domestic travel a maximum of one checked bag or two checked bags if travel status exceed four consecutive nights.
<https://www.unlv.edu/controller/travel-program/baggage>
- 4) Parking
 - a. Parking at McCarran Airport is an allowable expense. Uber/Lyft/taxi may also be utilized to/from the traveler's home and McCarran Airport.

[D] POST TRAVEL:

4). Upon return, all reimbursable receiptsⁱⁱⁱ must be submitted to the OIT Procurement Team who will scan and attach them to the ERF. Once all receipts have been received, the OIT Procurement Team will create an **Expense Report** on behalf of the traveler. The expense report is routed for approval to the traveler, the traveler's supervisor, and Associate Director for IT Administrative Services.

NOTE: Under no circumstances is anyone, other than OIT Procurement and/or their designee, allowed to use their assigned P-card for travel. P-card privileges may be revoked for anyone who uses their P-card for travel.

ⁱ OIT strongly recommends that the traveler pay for their hotel room(s) and/or hotel room expenses with a personal credit card to minimize unnecessary inefficiencies at check-in/check-out and any unauthorized P-card charges. However, exceptions may be made to use a P-card with prior approval.

ⁱⁱ Travel status begins 2 hours prior to flight departure from Las Vegas and concludes immediately upon flight arrival in Las Vegas.

ⁱⁱⁱ Receipts must show the method of payment and a zero balance. If your receipt fails to show one of these, a credit card statement is required as proof of payment (please redact any information on the statement other than the charge in question before scanning the statement and attaching it to the ERF).