



Procedure Title: HHS and AgriLife Internal Travel Procedure

Procedure Number	HHS TP 1.1
Key Words	Travel, Travel Request Checklist, Travel Coordinator, Travel Expense Report, Cancellation, Reservations, Advances
Related County Policy	Travis County Travel Policy and Travis County Budget Rules (click on Current Year Budget & Docs)
Submitted by	HHS and AgriLife - Travel Coordinators
Responsible Party	HHS Chief Deputy Office or Designee
Date Submitted	May 2019

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Budget Rule: Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. *Exceptions are granted on an individual basis for reasons such as illness or emergency (Requests are submitted by the Division Director and approved at the discretion of the County Executive or Designee)*

EMT Approval July, 2019

County Executive Signature Sherrri E. Fleming

Overview:

I. Purpose

The purpose of the travel procedure is to provide guidance to Health and Human Services and Texas AgriLife Extension Department staff on the internal process for requesting approval to travel on Travis County business.

II. Scope

The scope of this procedure incorporates the use of the department's internal procedures and forms with the SAP financial system to guide staff on the preparation, submission and completion of a *Travel Request, Travel Expense Report and/or on the Cancel or change of Travel Arrangements*. The scope includes laying out the internal travel process in phases that will specify the roles and responsibilities associated with travel in accordance with the <http://traviscentral/files/travel/Travel-Policy.pdf> and <https://www.traviscountytexas.gov/planning-budget/policies-rules>

III. Procedure

This procedure is written under the direction and authority of the County Executive for HHS and Texas AgriLife Extension. The <http://traviscentral/files/travel/Travel-Policy.pdf> and <https://www.traviscountytexas.gov/planning-budget/policies-rules> serve as the primary reference for all travel requirements. This written procedure incorporates the department's internal processes for quality assurance methods that staff will follow when requesting to travel on Travis County business.

IV. Contact Person for Travel

The department has designated Travel Coordinators in each division. The Traveler will contact their Travel Coordinator for assistance on every trip as needed.

V. Process

The process for travel is designed and laid out in three phases: **(1) Plan and Assemble, (2) Travel Request and Advances, and (3) Travel Expense Report**. The travel procedure will outline the process for preparing to attend training and/or travel. *(See Exhibit A - 3 Phases of Travel, pg. 3)*

VI. Cancel/Change in Travel Arrangements

This procedure will guide staff when cancelling travel or making a change in Travel Arrangements. *(See Attachment F – Travel Cancel/Change Checklist, pg. 17)*

Budget Rule: Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. *Exceptions are granted on an individual basis for reasons such as illness or emergency (Requests are submitted by the Division Director and approved at the discretion of the County Executive or Designee)*

Exhibit A: 3 Phases of Travel

Traveler **may** submit a travel request 90 days prior to travel or longer with approval from their Division Director.

* Traveler will request assistance, as needed, from their Travel Coordinator at a minimum of 60 days prior to travel.

1 st – Plan & Assemble 60 days out or earlier	2 nd – Travel Request & Advances 45 days out or earlier	3 rd – Expense Report *ALL TRAVELERS MUST COMPLETE* UPON RETURN within 30 Days
<ul style="list-style-type: none"> Prepare email for Managers approval with Estimated Costs Use requested email format in the body of the email Send email with Estimated Costs for approval Upon Approval Complete Travel Checklist Assemble back up documentation If applicable, Travel Advancement form (for reimbursing staff directly) <p>Before Trip</p>	<ul style="list-style-type: none"> Enter Travel Request in SAP 45 days prior to travel Enter Advances (Airfare/Hotel/Registration) Use Checklist as the cover sheet for backup Attach backup in one single PDF in Checklist order Save PDF with Last Name and Trip# (Smith#450369) Save & Send for Approval <p>Check Universal Worklist (UWL) Check email from Workflow System for Trip Approval</p> <p>*Outcome - Trip fully approved in SAP 30 days prior to leaving on Travel*</p> <p>Before Trip</p>	<p>If there are no Reimbursements, enter paid Advances</p> <ul style="list-style-type: none"> Save & Send for Approval <p><u>For Reimbursements continue below:</u></p> <ul style="list-style-type: none"> Assemble receipts Complete Reimbursement Checklist Enter receipt information in SAP Travel Expense Report for Advances & Reimbursements Attach Reimbursement Checklist as cover sheet and include copies of receipts in one single PDF Save PDF with Last Name and Trip# R (Smith#450369R) Save & Send for Approval <p>Check Universal Worklist (UWL) Check email from Workflow System for Trip Approval</p> <p>After Trip</p>

Note:

- For Airline estimates, all flights will be prefilled at \$500.00. When the quote is obtained and it is over \$750.00, traveler will need to have their trip re-approved via the email request (**Attachment A, pg. 9**). A Traveler is **prohibited** from making changes to a purchased airline ticket until receiving approval from the County Executive or designee.
- Prior to any changes in arrangements or cancellation of trip, Traveler **must** email their Division Travel Coordinator along with their Supervisor/Manager, Division Director and Finance Travel Coordinators stating the need to make changes. **Utilize Attachment F – Travel Cancel/Change Checklist, pg. 17**
- When processing travel for the next fiscal year, October Travel requests will use current year funds. Current year funds may also be used to pay for early bird registration when the deadline for payment is before September 30th and the travel is after October 31st.

Phase 1: Plan and Assemble:

Traveler has discussed with their immediate Supervisor/Manager;

- The reason for attending the training
 - **Using the prudent and most cost effective arrangements** that facilitate the employee's ability to participate in the full conference. This includes arriving prior to the beginning of the conference and leaving after the conclusion of the conference, this may necessitate additional business travel days.
 - Discuss any plans the Traveler has with taking personal time prior to or after the conference.
 - Travis County Travel Policy; Combining vacation or personal leave with a business trip – may be allowable if there is a net savings to the County (net savings to be explained below in, e) Airfare.) The County is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days.
1. The Traveler will prepare an email for their immediate Supervisor/Manager approval with estimated cost.
 2. The Traveler will request training/travel approval using the email format in the body of their email as outlined in **(Attachment A - Email Request for Approval of Trip, pg. 9)**.
 - a) Travel Request **within** Travis County Metropolitan Statistical Area (MSA) is approved by their Supervisor and Division Director (Division Director is final Approval).
 - i. Travis County Travel Policy pays for registration and parking which are the normal expenses when travel occurs within the (MSA). The location of the training is your work base for the day. If your Supervisor/Manager requires your presence at the office or a site visit while you are attending training, that mileage will need to be listed on your SAP travel expense form. If other miscellaneous expenses occur a receipt for reimbursement is required. The County will not reimburse for food.

Note: The Austin-Round Rock MSA consists of Bastrop, Caldwell, Hays, Travis and Williamson Counties

- b) Travel Request **outside** Travis County Metropolitan Statistical Area (MSA) is approved by their Supervisor, Division Director and County Executive.

In Steps 4, 5 and 6* (*if applicable) of the Plan and Assemble phase, the Traveler will complete and assemble backup documentation. This is the same information that will be used to enter into SAP and upload as backup.

3. The Traveler completes the **Travel Request Checklist (Attachment B, pg.10)**
 - a) **Trip Number** – This number is obtained by creating a Travel Request in SAP. It will be used as a reference or purchase order number (PO#) for registration, Airfare, and if applicable, Hotel. To obtain the trip number, The Traveler will:
 - Enter the business travel dates**
 - Enter the location (CITY, STATE)**
 - Click on "Save Draft" and use the SAP Trip number assigned**
 - b) **Documented Approval** – is the email generated by the Traveler
 - c) **Registration Forms** – are completed by the Traveler. The Traveler is to provide confirmation that they are registered.

If Traveler made arrangements where there is reduced or no cost to Travis County they must include a note of explanation within the backup documentation on the email request and the checklist form.

- d) **Membership Dues** can only be included if shown on the registration form, otherwise a Request for Payment (RFP) will be used to process. Obtain & include a copy of Vendor's W-9 if they are not found in SAP. The Traveler with the approval of their supervisor has the discretion to purchase their own registration and request reimbursement. See Advancements Section below (**Attachment C – Travel Advancement Form, pg. 11**).
- e) **Event Information** – documentation received regarding the training that includes Name of Conference, Conference Dates (**including start and end times**), and Agenda etc. ***(If agenda is not available, it must be noted on the backup documentation).**
- f) **Airfare** – Travis County contracts with Four Seasons for flights when advance payment is requested. Tickets purchased through Four Seasons must comply with the HHS & AgriLife Four Seasons Airfare procedures.
1. The Traveler will contact Four Seasons to request a Quote. This can be done by phone 512-328-2483 or email bradnoakes@bizaustin.rr.com
 2. Four Seasons will email the Quote to the Traveler. The quoted price is honored for a 24 hour window.
 3. Upon receipt of the approval email, the Traveler will forward the Quote and approval email to their **Division Travel Coordinator** and include in their email the Travel Request number (Trip Number), the Traveler's Name as it appears on their government-issued photo identification and the Traveler's Date of Birth.
 4. The **Division Travel Coordinator** will forward the Quote received from the Traveler, with the information from #3 above, to Four Seasons. The **Division Travel Coordinator** will request the ticket be purchased at a fare no greater than \$750.00. If the price has gone over \$750.00 the trip must be reapproved (**see Attachment A – Email Request for Approval of Trip, pg. 9**).
 5. Four Seasons will add language to their purchase agreement (the emailed confirmation) that states any employee purchasing an unauthorized airfare ticket will be personally liable for the amount not paid by Travis County.
 6. Four Seasons will purchase the ticket and email the Invoice to the **Division Travel Coordinator**. The Invoice must reference the Trip Number that was given to Four Seasons by the department.
 7. The Traveler will attach and submit the Four Seasons Invoice and copy of the Quote as backup documentation.
 - The airfare back up documentation is not complete until Traveler receives Invoice from the **Division Travel Coordinator**.
 8. For Airline estimates, all flights will be prefilled at \$500.00. When the quote is obtained and it is over \$750.00, traveler will need to have their trip re-approved (**see Attachment A – Email Request for Approval of Trip, pg. 9**).

Procedures for Traveler purchasing their own Airline ticket and/or adding vacation days:

- The Traveler has the discretion to purchase their own ticket and request reimbursement if it is equal to or less than the \$750.00 estimate or a quote from Four Seasons. See Advancements Section below (**Attachment C – Travel Advancement Form, pg.11**).
- For personal days of travel the Traveler will need to provide two airline quotes for backup documentation and approval. One quote for the actual business dates of travel and one quote for the requested business trip with extra personal days.
- If the quote for the extra days is less than the quote for the business days of travel, the County will pay for the full airfare.
- If the quote for the extra days is more than the County will pay for the lower amount shown in the actual business dates of travel and the Traveler will pay the balance.

Notes:

- A Traveler is prohibited from making changes to a purchased airline ticket until receiving approval from the County Executive or designee.
 - Prior to any changes in arrangements or cancellation of trip, Traveler must email their Division Travel Coordinator along with their Supervisor/Manager, Division Director and Finance Travel Coordinators stating the need to make changes.
 - The department will maintain a list of persons authorized to purchase tickets from Four Seasons.
- g) Hotel** – The Traveler will book their hotel reservations and be sure to include applicable taxes in the estimated cost. The hotel should also send confirmation. The Traveler will confirm the best payment option with the hotel vendor (Mail check, Pick-up check as Advances or Traveler can prepay). Obtain & include a copy of Vendor's W-9 if they are not found in SAP. The Traveler has the discretion to purchase their own reservation and request reimbursement. See Advancements Section below (**Attachment C – Travel Advancement Form, pg. 11**).

Note:

- If hotel arrangements are to be booked using a “housing bureau”, the Traveler will confirm that the Trip Number can serve as the Purchase Order number to book the reservation without placing a credit card number with the housing bureau. (This is to ensure that the Traveler is not charged fees that will be covered by the “advance payment” paid by Travis County)
- The Traveler will be responsible for follow up on the issuance of a check to the housing bureau.

If Traveler made arrangements where there is reduced or no cost to Travis County they must include a note of explanation within the backup documentation on the email request and the checklist form.

The Traveler is allowed to claim and be reimbursed for the following:

- h) Mileage** – The Traveler is allowed under the Travis County Travel Policy to claim mileage. The Traveler will include printed directions of the mileage that will be claimed.

Note:

- Mileage dates and Travel dates **cannot overlap** in SAP. When this error occurs in SAP, it will cause a delay in reimbursement. Traveler will need to find a new date span equaling the number of days on the travel request where they did not claim mileage reimbursements in SAP. Traveler will need to provide these dates to their Traveler Coordinator and the Finance Travel Coordinator. The Finance Travel Coordinator will contact the County Auditor's office to update SAP with the new dates. After SAP has been updated the Traveler will then be able to enter their expense report in SAP.
 - 1) **Example:** Traveler attends a conference May 10th - 14th. There will then be two Mileage Requests completed in SAP one for May 1st to May 9th and one for May 15th to May 30th.**Gas** – The Traveler is allowed to claim reimbursement for gas when using a Travis County vehicle or renting a vehicle for traveling on County Business.
 - 2) **Meals/Per Diem** – The Traveler has an allowable reimbursement rate for meals when traveling. The per diem rate is pre-determined using **Government Services Administration (GSA)** rate and is automatically calculated in SAP. (GSA rates link is found on the first page of the Travel Tab in SAP).

Note:

- HHS allows full per diem reimbursement for meals. You are not required to deduct Meals from the total per diem.
 - i) **Baggage** – The Traveler will cover the allowable baggage fees and receive reimbursement upon return from their trip based on the following:
Business Travel for 1 to 3 days: One (1) bag
Business Travel for 4 or more days: One (1) extra bag or the cost of luggage weight over 50 pounds, whichever is less.
 - j) **Parking** – The traveler is allowed to claim parking at the airport, hotel and/or event site. Traveler MUST use the most economical parking option. Per the Travis County Travel Policy, to be considered for reimbursement, valet parking requires an explanation. This explanation with approval from the Manager/Supervisor and Division Director, whether prior to the trip or after, must be included in the backup documentation attached in SAP.
 - k) **Ground Transportation (e.g. bus, train, cab, shuttle, Uber, Lyft, etc.)** – Using ground transportation while traveling outside of the Travis County MSA on Travis County business can be reimbursed when it results in cost savings. Ground Transportation may include up to a 20% Tip.
 - l) **Rental Car** – A Traveler requires pre approval from all levels of management and it must comply with Travis County Travel Policy. (See your **Division Travel Coordinator** for assistance).
 - m) **Other** – A Traveler may expense unexpected items such as: Fax, Wi-Fi and other items that do not fall under previous reimbursable categories as long as they comply with the Travis County Travel Policy.

5. The Traveler will assemble "backup documentation" in the order of the checklist (**Attachment B – Travel Request Checklist, pg. 10**).

Note: When circumstances arise outside the normal scope of allowable travel expenses, a written explanation is required, as part of your backup documentation.

ADVANCE PAYMENT TO TRAVELER

Travel advancements occur when an employee self-selects or is required to pay in advance for their travel arrangements. This decision is made in consultation with their supervisor and ultimately approved by the County Executive or their designee. When the traveler follows the procedures below they can be reimbursed prior to the event; however, if the traveler does not attend the event they are responsible for reimbursing the County the full cost. Exemptions from this are granted on an individual basis for reasons such as illness or emergency at the discretion of the County Executive or their designee.

1. Traveler receives verbal approval from their supervisor to proceed with advancement
2. Traveler completes the Travis County Auditor's Office – Disbursements Division Travel Advance to Employees Deduction Agreement Form (**See Attachment C – Travel Advancement Form, pg. 11**)
3. The completed form is submitted to the County Executive or their designee for approval of the advancement.
4. The completed form and proof of payment (receipt) are part of the travel backup documentation in SAP

Note:

- **Per the Travis County Travel Policy**, Travel Advances are expenses incurred by the employee in advance of the travel. These expenses are reimbursed to employee and are paid at the Auditor's discretion and require a completed Travel Advance to Employees Deduction Agreement form, prior to travel.
- The advance agreement (**See Attachment C – Travel Advancement Form, pg. 11**) Signed by both the employee and their Official/County Executive/Department Head allowing the County Auditor to deduct the full advance from the employee's paycheck if the Final Expense Report is not submitted within 60 days of the end of the trip or prior to the employee's termination of employment with Travis County
- The Traveler will use their vendor number when entering these payments as Advances in the Travel Request Checklist and SAP.

Attachment A: Email Request for Approval

EMAIL REQUEST FOR APPROVAL OF TRIP

EMAIL APPROVAL ORDER:

- A.** If Travel is within Travis County, email is sent to Supervisor. **Supervisor** approves then forwards to Division Director > **Division Director** approves and replies to Employee & Supervisor.
- B.** If Travel is outside Travis County, email is sent to Supervisor. **Supervisor** approves then forwards to Division Director > **Division Director** approves then forwards to County Executive or Designee. **County Executive** approves and replies all.

The email request for approval should contain the following information:

Email to Manager/Supervisor (initial approval)

1. Email **subject line: "APPROVE – TRAVEL REQUEST"** If there is an increased change in cost of 50% or more of any single item listed below, resubmit email with new cost of item and change email subject line to **"CHANGE-TRAVEL REQUEST"**

2. Body of email message:

Manager, please review and approve travel request below...

- Name of Conference and Location (City, State and Name of Hotel)
- Beginning and End Dates (including start and end times)
 - i. Provide Vacation or Personal dates requested
- Goals & Objectives (Justification for attending)
- Include applicable estimated costs (In the Following order): (Type Free if no cost)
 - Registration \$ _____
 - Airfare (estimate is \$500.00) \$ _____
 - Hotel (estimated with all taxes included) \$ _____
 - Meals per diem (GSA) \$ _____
 - Mileage (Current Rate) \$ _____
 - Baggage Fees \$ _____
 - Parking (Valet requires approval) \$ _____
 - Ground Transportation (up to 20% tip) \$ _____
 - Car Rental \$ _____

Total Cost Estimate \$ _____

If Traveler made arrangements where there is reduced or no cost to Travis County they must include a note of explanation within the backup documentation on the email request and the checklist form.

Attachment B: Travel Request Checklist

Trip # _____

Travel Request Checklist

N/A	YES	<p style="text-align: center;">NOTE: This Checklist serves as the Cover Page to your packet. The packet must be submitted as one PDF with documents in the below order. Title PDF Example: Last Name and Trip# (Smith#1234567)</p>
		Documented Approval by: Supervisor and Director
		Documented Approval by: County Executive for Out of County Travel
		Completed Travel Advance to Employee Deduction Agreement Form <i>(Must include proof of payment to vendors)</i>
		Completed Registration Form (Confirmation if available) must have W-9 if New Vendor. Membership Dues \$ _____ Vendor# _____ \$ _____ (Circle One) A-Traveler will Prepay B-Travis County will Prepay C-Third party will pay D-No Fee
___/___/___		Date Registration submitted by Traveler: (Email, Fax, Online)
		Event information: Brochure, Agenda <i>(must provide document with dates of event including start and end time)</i>
		Airfare – Four Seasons: Quote & Invoice Invoice # _____ (Traveler must check for correct Dates and Times) (Circle One) Traveler will Prepay Travis County will Prepay \$ _____
		Hotel Confirmation (Must Include Taxes) Vendor# _____ Must have W-9 if New Vendor (Circle One) Pick-up Check Mail Check Traveler will Prepay \$ _____
		Printed Directions for Mileage Estimate \$ _____ <i>(Departure/Return: Mon-Fri use Worksite Address, Sat-Sun use Home Address)</i>
		Estimate for Gas: <i>(Only if traveling in Travis County vehicle or Rental Car)</i> \$ _____
		Estimate for Meals: \$ _____
		Estimate for Baggage Fee: \$ _____
		Estimate for Parking (Ex: Airport, Hotel, Event Site): Valet requires approval \$ _____
		Estimate for Ground Transportation (Roundtrip if Applicable): \$ _____
		Estimate for Rental Car (REQUIRES PRE-APPROVAL) by: Supervisor, Director, County Executive \$ _____
		Other: \$ _____

When entering into SAP: “Transportation” includes: Mileage, Shuttle/Taxi, Rental Car and Gas. “Other” includes: Parking, Baggage, Fax, and Wi-Fi

Advance Total \$ _____ + Estimated Reimbursement \$ _____ = Total Estimated Cost \$ _____

Budget Rule: Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. *Exceptions are granted on an individual basis for reasons such as illness or emergency (Requests are submitted by the Division Director and approved at the discretion of the County Executive or Designee)*

Attachment C: Travel Advancement Form



**Travis County Auditor's Office - Disbursements Division
Travel Advance to Employees Deduction Agreement**

Per the Travis County Travel Policy, expenses paid to employees in advance for Registration, Airfare, Lodging and Meals, are paid at the Auditor’s discretion and require the following prior to travel:

1. An agreement signed by both the employee and their Official/County Executive/ Department Head allowing the County Auditor to deduct the full advance from the employee’s paycheck;
2. The advance form signed by the Employee and their Official/ County Executive/ Department Head.

This form represents that agreement and shall be used as authorization to deduct from the employee’s pay if deemed appropriate by the Auditor’s Office. In the event that the final expense report is not submitted within 60 days of the end of the trip or prior to the termination of my employment with Travis County, I agree to have any advances not paid back deducted from my final paycheck.

Requested Advance payment details:

Amount of advance: \$ _____

Date of event: _____

Purpose of expense:

Employee’s Printed Name: _____

Employee’s Signature: _____ Date: _____

Official/ Dept. Head Signature: _____ Date: _____

Attachment D: Example of Four Seasons Invoice

Four Seasons Travel
 2720 Bee Cave Road
 Suite 129
 Austin, TX 78748
 512-328-2483

Travis Co Health And Human Services
 P O BOX 1748
 Austin TX 78767

Sale Invoice No: 53142
 Date Issued: 2/2/2018
 Agent:

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Ticket/Conf No	Airline/Vendor	A/L	Depart	Arrive
From	To	Flight			
		4/18/2018	4/22/2018	4509852	
Air	7018050900	American Airlines			0.00
AUS Austin	ORD Chicago	2575	AA	4/18/2018 8:05:00 AM	4/18/2018 10:48:00 AM
ORD Chicago	CLE Cleveland	3485	AA	4/18/2018 12:15:00 PM	4/18/2018 2:45:00 PM
CLE Cleveland	DFW Dallas	2197	AA	4/22/2018 11:41:00 AM	4/22/2018 1:48:00 PM
DFW Dallas	AUS Austin	1414	AA	4/22/2018 2:35:00 PM	4/22/2018 3:39:00 PM
		4/18/2018		4509852	
Admin Fee	Four Seasons Administration				40.00
		4/18/2018	4/22/2018	4509852	
Air		American Express			402.01
AUS Austin	ORD Chicago	2575	AA	4/18/2018 8:05:00 AM	4/18/2018 10:48:00 AM
ORD Chicago	CLE Cleveland	3485	AA	4/18/2018 12:15:00 PM	4/18/2018 2:45:00 PM
CLE Cleveland	DFW Dallas	2197	AA	4/22/2018 11:41:00 AM	4/22/2018 1:48:00 PM
DFW Dallas	AUS Austin	1414	AA	4/22/2018 2:35:00 PM	4/22/2018 3:39:00 PM
				Invoice Total:	442.01
				Balance Due:	442.01

Phase 2: Travel Request & Advances

It is the responsibility of the Traveler to take all SAP Travel & Expenses Online Training, to refer back to the SAP training and Help material as needed and to consult with their **Division Travel Coordinator** for assistance.

In Phase 2, the Traveler, will use the approved Travel Request Checklist (**See Attachment B – Travel Request Checklist, pg. 10**) as a guide for collecting the necessary information to begin entering their Travel Request into SAP.

Note: For vendors to receive checks timely before travel begins, entry in SAP needs to be completed 45 days out, or earlier, with full approval in SAP by Finance staff at 30 days out from their deadline.

Enter Travel Request - In this phase, the Traveler will combine the internal process with the external (SAP) data entry process.

- a. Enter Start Date and End Date of your Business Travel
- b. Enter City/State
- c. Enter Destination – City and State that you are traveling to
- d. Estimated Per Diem will populate based on City/State entered
- e. Enter Total Mileage (from printed directions)
- f. Choose Activity (Planning) option from drop down list
- g. Reason is Name of Conference/Training
- h. Enter Estimated Cost from Travel Request Checklist

1. Enter Advances

- a. Comment box is only for items that Travis County will pay in Advance:
 - Four Seasons does not have a Vendor Number (Ex: Four Seasons/\$474.00)
 - Hotel-Enter Vendor #/Name/Amount from Travel Request Checklist
 - Note:** Type “PICK-UP CHECK” if Traveler does not want check mailed
 - Registration-Enter Vendor #/Name/Amount from Travel Request Checklist
 - If there is no Vendor # type NEW or W-9
- b. Click “Enter Advances” button

Traveler may enter Total or individual Advances however, it is recommended that Advances are entered as one Total to minimize errors.

Click “New Entry”; enter Total Advances from Travel Request Checklist, click “Accept”.

Note: If Advance Total needs to be corrected, see your **Division Travel Coordinator**.

2. Cost Assignment (Cost Center)

- a. See **Division Travel Coordinator** for any change in Cost Assignment.
- b. Internal Order (IO#)-click Change Cost Assignment, delete Cost Center, type in your Internal Order # on second line, click “Accept”, click “Save Draft”.

3. Click “Review”, click “Display Request Form” to review for accuracy: Travel Dates, Estimated Costs, Comment section for Advances, Trip Costs, Cost Assignment. Totals on display form should match Travel Request Checklist Totals.

4. In checklist order, using Checklist as a Cover Sheet, create one (1) PDF with Last Name and Trip # (Smith#450369). Attach PDF to your Travel Request in SAP.
5. Your Travel is ready to Save & Send for Approval.

Note:

- Check Universal Worklist (UWL) daily to make sure Travel has not been sent back for corrections. If your Travel is sent back for corrections, you will receive an Email and notification in your UWL. All corrections are made through your UWL.
- Traveler is responsible for verifying all advanced payments have been received by Vendors. The below link will take you to Vendor Self-Serve where you will be able to see if the checks have been issued to the vendor(s)
- <https://financialtransparency.traviscountytexas.gov/VPD>
- Checks that were noted as “pick-up” will be disbursed from the HHS Administrative Office. If you requested pick-up check on the travel checklist you are responsible for immediately picking up your check(s) upon notification.

Phase 3: Travel Expense Report

In Phase 3, the Traveler will complete the Travel Expense Report in SAP immediately upon return, **even if there are no reimbursement requests**. The SAP Expense Report is the Traveler's validation that the trip occurred and the request to reimburse allowable travel expenses incurred during performance of County business.

1. If there are **no reimbursements**, the check list will be your only attachment in SAP.
2. If there are reimbursements, the Traveler must provide the following Receipts as applicable:
 - a. A \$0 Balance Hotel receipt
 - b. Copies of baggage claim receipts
 - c. Ground Transportation Receipts
 - d. Approved documentation for Valet Parking
 - e. Other expenses (such as Fax and Wi-Fi access if applicable).
3. Refer to your Travel Request Checklist to transfer amounts for Advances, Meals/per Diem and Mileage.
4. The Traveler will complete Travel Expense Report for Reimbursement Checklist before accessing SAP. **(See Attachment E – Travel Expense Report for Reimbursement Checklist, pg. 16).**
5. Initiate Travel Expense Report in SAP; enter Receipt information for Advances and Reimbursements.
 - a. Check the box **“Per diem Reimbursement for Meals”**
 - b. For Total Distance, enter Miles then click on **“Enter Mileage Details”**
 - c. Click on **“Enter Receipts”**
 - **Delete existing Travel Encumbrance**
 - Use the Drop down Box to enter Advances and Reimbursable items
 - Click New Entry and Accept for each applicable Expense Type

Note: Advance Request and Advance Receipt Total amounts must be the same.

6. Save Draft, click Review then click Display Expense Form to review for accuracy (Advances and Reimbursable Costs). Totals on display form should match Travel Expense Report for Reimbursement Checklist Totals.
7. In checklist order, using Reimbursement Checklist as Cover Sheet, create one (1) PDF. Save PDF with Last Name and Trip #R (Smith#450369R). Attach PDF to your Travel Expense in SAP.

Note: Do not delete any previous attachment/s in SAP.

8. Your Travel is ready to Save & Send for Approval.

Attachment E: Travel Expense Report for Reimbursement Checklist

Trip # _____

Complete After the Trip

For your Travel Reimbursement, **you must provide receipts** unless Non-Applicable

NOTE: This Checklist serves as the Cover Page to your packet.
The packet must be submitted as one PDF, with documents in the below order.

Title PDF: Last Name and Trip #R (Smith#1234567R)

N/A	YES		
		Must Provide a Hotel Receipt with \$0 Balance	\$ _____ <i>(Reimbursement Only)</i>
		Registration	\$ _____
		Airfare	\$ _____
		Baggage Receipt(s)	\$ _____
		Shuttle/Taxi Receipt(s)	\$ _____
		Parking Receipt(s) <i>For Valet Parking also include approval email</i>	\$ _____
		Meals/per diem	\$ _____
		Mileage	\$ _____
		Gas <i>(Only if traveling in Travis County Vehicle)</i>	\$ _____
		Rental Car Receipt/s <i>(REQUIRES PRIOR PRE-APPROVAL)</i>	\$ _____
		Other _____	\$ _____

Advance-Hotel \$ _____ Reimbursement Total \$ _____

Advance-Registration \$ _____

Advance-Airfare \$ _____

Advance-Membership Fees \$ _____

Advance Total \$ _____

(Exact number used on Travel Request)

Attachment F: Travel Cancel/Change Checklist

Travel Cancel/Change Checklist

Name: _____ Trip# _____

Note:

- This checklist serves as a guide to ensure that staff cancel all travel encumbered, provide information and action to take on items eligible for reimbursement that were paid by Travis County.
- Traveler must work with their Division Travel Coordinator when cancelling or changing travel arrangements.

Budget Rule: Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. Exceptions are granted on an individual basis for reasons such as illness or emergency (Requests are submitted by the Division Director and approved at the discretion of the County Executive or Designee)

N/A	YES		Action Date(s), Action(s) taken, Documentation, Comments, Final outcome(s)
		Send Email to, Supervisor/Manager, Division Director and County Executive stating the need to cancel or change travel. County Executive will notify all if the cancellation will hold the traveler financially liable or not per the budget rule.	
		Upon the decision of the County Executive traveler will consult with the travel coordinator for guidance on the steps required to cancel trip.	
		Registration Cancel/Change – Call or email vendor Cancel/Change Number (if applicable): _____ Registration Fee Paid: \$ _____ Eligible Refund: \$ _____ Traveler will attach any/all documentation received from vendor <i>(Membership fees do not need to be cancelled if the annual renewal fee is included in the registration. The traveler will need to note the price difference)</i>	
		Airfare Cancel/Change – Contact Four Seasons bradnoakes@bizaustin.rr.com or (512) 328-2483 After Hours (203) 889-4254; Traveler code 3AX0 Traveler will provide documentation of how ticket will be handled <i>There is a 12 month window from date of purchase to use the Four Season’s Airline credit. If traveler is approved for a business trip during this 12 month window, they must utilize this credit.</i> Cost of airline ticket: \$ _____	
		Hotel Cancel/Change – Call Hotel Cancel/Change Number (if applicable): _____ Hotel Reservation Paid: \$ _____ Eligible Refund: \$ _____ Check will be mailed by (Date): _____ Traveler will attach any/all documentation received from Hotel	
Refund to Travis County \$ _____			

The completed check list and all supporting documentation must be sent to the Finance Travel Coordinator.

- Finance Travel Coordinator will submit to HR any items that the traveler will need deducted from their payroll check.
- Finance Travel Coordinator will request from the County Auditor cancel the trip in SAP.
- Finance Travel Coordinator will follow up with Traveler to have them contact vendors for outstanding reimbursements.
- Finance Travel Coordinator will maintain a spreadsheet of cancel/change activity