

State Travel Expense Report (TER) Guidelines
Reminders and Common Errors
Revised December 2010

1) REVISED: Your 8-digit employee/person ID is required on every state travel expense form. This change has been made to protect your social security number. Please make sure you are using the current version of the TER form, which can be found at: <http://www.uwex.edu/business-services/travel/>; at the top of the page, under “frequently requested files”.

2) All dollars being reimbursed from the state for an individual meeting/conference should be submitted on one travel expense form. (If you are receiving additional dollars from a different state office (i.e. program area), the office and dollars approved should already have been noted on your District Professional Development Application for Financial Reimbursement form, but please attach a note indicating who approved the funds.) After the District Director signs your Travel Expense Form, we will forward the documents to the other office for their signature & budget coding, and they will forward the TER for payment.

If the registration, and/or any other expenses are paid by the state, in advance, these expenses need to be indicated in the "Direct Billed Expense" column, along with a description of what was direct billed.

Note: if you received early reimbursement on a previous TER, note that on your current TER. Also, write “balance of reimbursement” on the current TER.

3) EDITED: If lodging is at a conference facility and the rate is higher than the allowable reimbursement for the city & state you are in, you will need to send along the part of the brochure that shows your lodging was at the conference facility (name and address). There is also a box on the TER to check “if at conf. site”. Headquarter city rates, for out-of-state travel, are available from the link in reminder #12.

4) If claiming registration fees, the original receipt **AND** the portion of the brochure or registration form showing costs included in the registration fee are required for registration fee claims in excess of \$25. More specifically, the state needs to know what meals are included in the cost of the registration, and they will not pay association fees (which are sometimes included on a conference registration form). *NOTE: Please highlight meals covered on the registration form.*

5) Your headquarter city (where your primary office is located) need to be included on your travel expense form.

6) The state requires ORIGINAL paid receipts for all expenses over \$25.00.

7) REVISED: If you wish to have the state reimburse you for airfare, you have **two** options for booking your flight: 1) book on-line via Cliqbook, 2) or you can use a travel agent. NOTE: #2 can only be done with a cost comparison from Cliqbook...with the airline or travel agent quote being comparable to the Cliqbook quote. The state cannot reimburse flights booked through orbits. The state will only reimburse airfare booked any other way if a Cliqbook quote is included (they will only reimburse the lower amount).

Reimbursement of airfare requires the highest form of ORIGINAL receipt issued by the airline/travel agency (includes e-ticket if airfare was purchased via web...flight stub/coupons also encouraged).

8) Under “**Itinerary: From – To**” – make sure you include departure “from – to” and return “from – to”. If you are gone for several days, the day you left and the day you return must be listed. Mileage must be broken down by day.

Any amounts entered under the “fares” or “misc exp” columns require an explanation in the description section of that line.

9) **Explanation/Justification/Cost Comparison** (upper right) – must state conference name (reason for travel), and location (city and state).

10) If you are claiming meals, you must include the Depart Time and the Return Time of your travel.

- a. Breakfast: Departure before 6:00 am
- b. Lunch: Departure before 10:30 am and return after 2:30 pm
- c. Dinner: Return after 7:00 pm OR depart headquarters before 6:00 pm for overnight travel

Meals are not reimbursable in your headquarter city, unless attendance is required at the meal as part of the meeting. An agenda showing business being conducted over lunch is required for tax exempt status.

A receipt is required if you are purchasing a meal for someone else or if you exceed the meal maximum. Please note that the state will only reimburse with a receipt or charge card slip AND documentation showing that the cost was incurred outside of the employee’s control; this generally means that the employee had no choice in selection of the restaurant AND the menu items therein.

11) EDITED: For the complete UW System Travel Regulations, or for individual travel information/policies, go to:
<http://www.uwex.edu/business-services/travel/system-info.html>