

State Travel Expense (TER) Guidelines Reminders and Common Errors

- 1) Only one original of the State Travel Expense Report Form is required (do not need to submit 3 copies anymore).
- 2) **NEW:** Your social security number only needs to be submitted once on a state travel expense form. Once it is in the system, it does not need to be included on the form.
- 3) All dollars being reimbursed from the state for an individual conference/meeting 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). After Karen Hintz 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 on 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, state "balance of reimbursement" on the current TER.

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".

- 4) The state requires ORIGINAL paid receipts for all expenses over \$25.00.
- 5) 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.*

- 6) Reimbursement of airfare requires the highest form of ORIGINAL receipt issued by the airline/travel agency.
- 7) Your headquarter city need to be included on your travel expense form.
- 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, also.
- 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. Departure before 6:00 am required for breakfast.
 - b. Departure before 10:30 am and return after 2:30 pm required for lunch.
 - c. Departure directly from work required for dinner and return after 7:00 pm.

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 reimbursement.

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 or the menu items therein.

- 11) For a copy of the pocket travel guide, go to: <http://www.uwex.edu/business-services/travel/>, scroll down to "Travel related forms and documents" and click on "Travel Reference Guide".

For the complete UW System Travel Regulations, go to: <http://www.uwsa.edu/fadmin/travel.htm>.