



University of  
California, Irvine

# UCI School of Social Sciences

## Business Office

KFS Travel Workshop

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# Social Sciences Reimbursement Team

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# Ethical Values and Standards of Conduct

Why do we have policies and procedures?

What is our duty as members of a public institution?

Regents Policy 1111:

<https://regents.universityofcalifornia.edu/governance/policies/1111.html>

“Members of the University of California community are committed to the highest ethical standards in furtherance of our mission of teaching, research and public service. We recognize that we hold the University in trust for the people of the State of California. Our policies, procedures, and standards provide guidance for application of the ethical values stated below in our daily life and work as members of this community.”

# Ethical Values

- Integrity
- Excellence
- Accountability
- Respect

# Standards of Conduct

1. Fair Dealing
2. Individual responsibility and accountability\*
3. Respect for others
4. Compliance with applicable laws and regulations
5. Compliance with University policies, procedures and other guidance\*
6. Conflicts of interest or commitment\*
7. Ethical conduct of research
8. Records: confidentiality/privacy and Access
9. Internal Controls\*
10. Use of University Resources\*
11. Financial Reporting\*
12. Reporting Violations

## **Roles & Responsibilities**

### **Department**

**Initiator:** Creates the document and adhoc department manager for review. The initiator is the POC for faculty and individuals being reimbursed. Responsible for uploading backup documents only needed for reimbursement. Initiator is aware of UC policy and procedures and is a liaison for faculty, graduate students, and individuals seeking reimbursement.

**Department Manager:** Reviews initiator's KFS doc for accuracy before routing for approval to disbursement team. Department Manager is responsible to stay up-to-date with UC policy and procedures and makes sure initiator included all the backup necessary for reimbursement.

## Roles & Responsibilities Business Office

**Disbursement Team:** Relies heavily on policy and reviews KFS doc for accuracy and either approves, disapproves or returns for edit. Responsible for writing internal notes for fiscal officers and finance director. Once approved, Fiscal Officer will review the doc.

**Fiscal Officer:** The Fiscal Officer is an essential internal control at UCI and should be someone who can responsibly manage departmental financial resources. The Fiscal Officer is responsible for approving day-to-day activity on an account. They should review each transaction for accuracy and completeness, approving documents in a timely manner according to UCI and departmental best practice to ensure expenses are allowable and allocable.

**Account Supervisor:** The Account Supervisor is typically a high-level administrator who ensures that the account meets its University purpose. Depending on the amount, account, or purpose, document may be reviewed and obtain exceptional approval if applicable. Approved documents are usually finalized or sent to Travel Accounting for final review.



## Travel Accounting Updates as of 10/21/2021

- **Chancellor's Executive Directive on Travel Still in Effect:**

- The Chancellor's directive issued in April strongly recommends that non-essential travel be postponed. UCI guidance may change if health conditions change. [Read the Chancellor's directive](#) and please direct any questions to [global@uci.edu](mailto:global@uci.edu).

- **UC G-28 Travel Policy Reminder:**

- When preparing a reimbursement for non-employee travel, don't forget to include a signed Non-Employee Certification Form. This form can be printed from the Travel Reimbursement e-doc (Forms & Reports tab) and is required by [UC Policy G-28 Travel Regulations](#). Internal departmental expense claim forms are not an acceptable alternative for obtaining the traveler's signature.

- **Support Campus Cost Efficiency Measures & Generate Savings:**

- Don't forget to book all **car rentals** for UC business in [Connexus](#) to ensure the traveler receives the UC negotiated discounted rate, which includes physical damage insurance. Travelers may book up to an intermediate size car. Click on the tiles for Enterprise/National or Hertz in Connexus and there is no booking fee. Travelers may also book online with the Connexus travel agencies – UC Travel Center or BCD Travel. Travelers earn car rental credit/points and receive a free vehicle upgrade when available.

## Travel Accounting Updates as of 10/21/2021 cont'd

### More Tips for Booking Travel:

- Book **Southwest Airlines** in Connexus by clicking on the SWABIZ tile. Airfare discounts apply when available and travelers earn 50% more Rapid Reward points! No booking fees apply when booking via SWABIZ. Note that our Company ID is #99723724.
- Sign up and use the [UC Corporate Travel Card](#), an individualized charge card used primarily for UCI travel and business meeting expenses.
- Departments may also apply for a [CTS Card](#), which allows economy airfare, hotel room and tax, and associated agency fees to be purchased in advance of a University business related trip. The CTS cardholder may book air and hotel on behalf of employees, students and visitors. Refunds and credits are issued back to the department CTS card and remain in possession of the department.

### Travel Policy Training Guide and Corporate Travel Card Overview:

- The Travel Accounting team offers training online via the [UC Learning Center](#). Employees can sign up for The Travel Policy Training Guide class, which provides a review of important travel, entertainment & disbursement voucher (DV) policies and best practices. We also offer a course on the UCI Corporate Travel Card program. Search for the courses on UCLC using the keywords “travel policy workshop” or “corporate travel card.”

## Types of Payees

- Employee: UCI Employees with active appointments in payroll. Some student employees may have an active employment status and should be paid as an employee. Employees must set up a [TEM Profile](#). (You must be added as a TEM Profile Arranger for someone else or for your department)
- Vendor: (Non-Employees & non-Students)
  - Companies and Individuals who do not have UCINet IDs. They are entered into [PaymentWorks](#).  
Vendors are: hotels, catering services and some faculty visiting from other universities.
- One-Time Payee or Student: Anyone who is not an employee or a vendor. This includes: faculty who are traveling and do not have access to approve electronically, faculty that are not active employees, and employees who are disabled and cannot approve electronically. Students who do not have active employee appointment in payroll also qualify for this option.

# TRAVEL REIMBURSEMENTS

## Travel Reimbursement Guidelines

**NOTE:** Travel packages and travel insurance purchased with Travel Booking sites are **OUT OF POLICY and require exceptional approval.**

- **Airfare:** Flight itinerary and paid receipt (e-ticket email confirmation acceptable) showing method of payment.
- **Local/Non-Local Transportation (taxi, shuttles, etc.):** Receipts required over \$75.
- **Lodging:** Itemized (zero balance) hotel folio showing method of payment.
- **Car Rental:** Receipt showing rental contract number, method of payment, type of car rented, and mileage in and out. **\*additional car insurances are non-reimbursable.**
- **Registration Fee:** Conference flyer (with dates and location) and receipt with method of payment.
- **Meals:** University of California's Meal and Incidental Expenses (M&IE) meal cap guideline sets the daily maximum you can be reimbursed for meals and tips. **Claim only the actual reasonable costs incurred. Do not treat the meal cap as a per diem and claim the whole amount every day.** Departments may require receipts.
- **Per Diem:** Traveling within CONUS for 30+ days or foreign travel (outside of CONUS). **Do not treat the meal cap as a per diem and claim the whole amount every day.**

## Airfare and Local/Non-Local Transportation

- **COMPARISON AIRFARE** – When a traveler extends a trip or changes the destination to include personal time, a comparison airfare should be documented at time of booking and submitted with reimbursement. Comparisons are always round trip and per policy, the lowest economical cost of flight will be used for reimbursement. DATES OF TRAVEL must be part of the comparable rate and must use same airline and airport (with the exception of LGB, SNA, and LAX).
  - If the traveler used surface transportation in lieu of air travel, advance approval is required. Cost of meals, lodging, parking, mileage, tolls, taxis, etc. while in transit may be reimbursed, however, costs shall not exceed the cost of airfare UC Policy G-28, p.13.
- Renting Automobiles for University Business Travel
- Taxi, Uber, and Lyft:
  - Round-up donations with Uber and Lyft are not reimbursable.
  - Uber credits require a proof of payment (i.e. credit card statement)

## Lodging and Meals Guideline

**Lodging: Hotel rate is capped at \$275 per night for trips within the lower 48 states, before taxes and other hotel fees. The lodging rate must be reasonable for the locality of travel.**

- Lodging should be in at a standard/economical room rate. Upgrades are ineligible for reimbursement.

- When the traveler is unable to secure lodging at \$275 per night or less, traveler must submit additional documentation such as price comparisons within the proximity of the meeting location. The price comparisons should be performed at the time of booking.

- Traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.

### **Meals & Incidentals:**

- \$62.00 daily maximum for trips longer than 24 hours.

- These rates should not be treated as a flat per diem rates. Reimbursement based on actual amounts spent.

- Meal costs can be claimed only for travel longer than 24 hours and with documented overnight lodging.

## State of California Funding AB 1887 Travel Prohibition

- |    |             |     |                   |
|----|-------------|-----|-------------------|
| 1. | Alabama     | 10. | North Carolina    |
| 2. | Arkansas    | 11. | North Dakota      |
| 3. | Florida     | 12. | Ohio              |
| 4. | Idaho       | 13. | Oklahoma          |
| 5. | Iowa        | 14. | South<br>Carolina |
| 6. | Kansas      | 15. | South Dakota      |
| 7. | Kentucky    | 16. | Tennessee         |
| 8. | Mississippi | 17. | Texas             |
| 9. | Montana     | 18. | West Virginia     |





## TRAVEL REIMBURSEMENTS REMINDERS

- **REDACTION** – It is the department’s responsibility to protect the traveler’s and visitor’s personal information.
- **EXPLANATION FIELD** – State the purpose of the business trip and include Who, What, When, Where, Why.
- **SPECIAL CIRCUMSTANCES TAB** – Is alcohol being reimbursed? Is the business traveler accompanied by a companion that is not on University Business? Did they stay overnight with family or friends? If yes, check the box!
- **NON-EMPLOYEE TRAVEL** – Don’t forget to have them sign the non-employee certification form or have them confirm by email.
- **NOTES & ATTACHMENTS** – Primarily used for Business Office Team and Travel Accounting.
  - Notes: Please leave this section empty for the Business Office Team and Travel Accounting. All notes should be written out in the explanation box.
  - Attachments: **DO NOT** attach anything here! Upload all your backup in the scanned documents tab of the KFS doc. Anything attached will result in a disapproved document.

## TRAINING INFORMATION

Learn KFS Online Training: <https://www.accounting.uci.edu/support/classes.html>

- KFS e-courses are also on [www.uclc.uci.edu](http://www.uclc.uci.edu)
- **Register to attend via the UC Learning Center website:** Registration is required to attend a class and must be done through UC Learning Center (UCLC). If you need assistance signing up for classes, contact the KFS help desk at [kfs@uci.edu](mailto:kfs@uci.edu) or 949-824-7001.

## LIST OF CLASSES TO TAKE

Social Sciences required ecourse training and tutorials are available through the University of California Learning Center (UCLC) listed below. Access through the website (login required): <https://uclc.uci.edu/>.

### KFS TEM Beginning Travel:

- This beginning class provides general overview for employees who prepare and submit payments and / or reimbursements through the Travel Reimbursement (TR) document or Entertainment Reimbursement / Payments (ENT) document,
- KFS TEM Advanced Travel:
- This class provides more detail on how to create and submit payments and / or reimbursements through the Travel Reimbursement (TR) document or Entertainment (ENT) document system

Users new and old alike are invited to enroll in our array of KFS classes. Current training sessions are listed below. Classes may be rescheduled if the attendance minimum is not met. If you need assistance signing up for classes, contact the KFS help desk at [kfs@uci.edu](mailto:kfs@uci.edu) or 949-824-7001.

## KFS Zoom Training Schedule

Class Title	Date	Time
KFS TEM: ENT EVENT/MEETING AND REIMBURSEMENTS	11-29-21	9:30 a.m. - 12:00 p.m.
KFS: BASICS COURSE	12-06-21	01:30 p.m. - 3:30 p.m.
FISCAL OFFICER TRAINING	12-14-21	01:30 p.m. - 3:30 p.m.

**Register to attend via the UC Learning Center website:** Registration is required to attend a class and must be done through UC Learning Center (UCLC). If you need assistance signing up for classes, contact the KFS help desk at [kfs@uci.edu](mailto:kfs@uci.edu) or 949-824-7001.

**Register  
on UCLC**

# LINKS

## HELPFUL LINKS

- Creating a TEM Profile: <https://www.accounting.uci.edu/travel/before/tem-profile.html>
- PaymentWorks: <https://www.accounting.uci.edu/vendor-onboarding/index.html>
- Expenses and Reimbursement: <https://www.accounting.uci.edu/travel/reimbursement>
- UCI Corporate Travel Card Info and Application: <https://www.accounting.uci.edu/travel/before/travel-card.html>
- Purchasing Methods Guide (for Corporate Card purchases):  
<https://docs.google.com/spreadsheets/d/1qVxQCEECtFowH9hImw59RaRI8FRFij1EPhGjsNP9UkE/edit#gid=0>

### Travel Reimbursement (TR) eDoc Guide:

<https://www.accounting.uci.edu/support/guides/tr/archivekfs4/index.html>

- Travel and Entertainment Situations Requiring Exceptional Approval:  
<https://www.accounting.uci.edu/travel/reimbursement/approval.html#exceptional>
- UC Travel Insurance and Fly America Act: <https://www.accounting.uci.edu/travel/book>
- Foreign Per Diem Rates: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
- Currency Converter Site: <https://www1.oanda.com/currency/converter/>
- CA AB 1887 Restrictions: <https://www.accounting.uci.edu/travel/resources/ab1887.html>
- UC Travel Insurance: <https://www.ucop.edu/risk-services-travel/>



## POLICY INFORMATION

### Policy Links

- Travel Regulations:

UC Policy G-28: <https://policy.ucop.edu/doc/3420365/BFB-G-28>

- Policy on the Sale, Service and Consumption of Alcoholic Beverages:

Sec. 900-13: <http://www.policies.uci.edu/policies/pols/900-13.php>

Policies set for what types of expenses are allowed at UCI and what documentation is needed to be reimbursed:

- Travel Policy: <http://www.policies.uci.edu/policies/pols/715-01.php>

