

Below are a few reminders when traveling and submitting travel authorizations and expense reports.

- 1) A travel authorization should be submitted prior to making any travel arrangements (do not charge anything to a travel card or personal card until a travel authorization has been submitted and approved). The expenses are an estimate and do not have to be exact.
- 2) When submitting a travel authorization, travel card charges should not be listed as line items on the travel authorization. These charges should be listed in the Notes section. Only personal out of pocket expenses should be listed as line items (meals, etc.). Listing My Wallet charges as a line item double encumbers the funds.
- 3) Always populate an expense report from an existing travel authorization for out of pocket expenses. Otherwise, travel authorization remains open in OMNI never releasing the funding encumbered. This will not be necessary when submitting expense reports for My Wallet charges since these charges are not line items.
- 4) Only one travel authorization per trip is necessary. Do not submit numerous travel authorizations for the same trip.
- 5) Follow up on expense reports by checking the status in OMNI – this ensures that the traveler is aware to acknowledge and that the approvers are approving in a timely manner. Also, allows travel rep to be aware of an expense report that is on “Hold” by the Travel Auditor requiring more information/documentation prior to approval.
- 6) It is the traveler’s responsibility to inform the Travel Rep about any upcoming trips and to communicate clearly which expenses are to be paid with a Travel Card and which expenses are out of pocket. The traveler should give all Travel Card transaction receipts to the Travel Rep immediately as the Travel Rep must process these charges each week as they appear in My Wallet in OMNI.
- 7) It is also the traveler and approver’s responsibility to verify that the items listed on travel authorizations and expense reports are correct before acknowledging and approving. If they are not correct, the Travel Rep should be notified so that corrections can be made prior to submitting.
- 8) All Facilities employees who plan to travel (no matter how infrequently) should apply for a Travel Card or expenses should be charged to a personal credit card to be reimbursed after the trip has been completed. Only expenses for the card holder should be charged to a Travel card per the Controller’s Office -- a card should not be used to pay for other employees’ expenses.