



Title:	TRAVEL REQUISITION
Updated:	September 26, 2005
Audience:	All Faculty of Medicine Dean’s Office Units, Departments, Centres, or Schools that send Travel Requisitions to the Dean’s Office – Business Affairs for processing.
Purpose:	To facilitate travel in support of the University’s mission while maintaining controls for accountability.
Contact:	MedFinance

POLICY

All travel advances, clearances and claims for the University of British Columbia will be valid, complete, authorized and comply with the guidelines stated in internal Policy #83 and #84 guidelines as well as The Canadian Institutes of Health Research (CIHR), The Natural Sciences and Engineering Research Council (NSERC) and The Social Sciences and Humanities Research Council (SSHRC) guidelines, where applicable. Refer to relevant policies located on the web.

APPLICABILITY

Applies to all Faculty of Medicine (FoM) Dean’s Office Units, Departments, Centres, or Schools that send Travel Requisitions to the Dean’s Office – Business Affairs (BA) for processing. Travel Requisitions sent to Financial Services – Accounts Payable (AP) for processing should follow University Travel Requisition Policy.

PROCEDURES

There are three main groups in travel requisition:

- a) **Travel Advances:**
 - i. Money issued in advance to travel and must be made no more than 10 business days prior to the start of the trip.
 - ii. Requested on a Travel Requisition form using account number 139400.
 - iii. Requests of \$5,000 and over require a breakdown of expected expenses and require the Accountant’s approval.
 - iv. Requests of \$10,000 and over require a breakdown of expected expenses and require the Controller’s approval.
 - v. A traveller cannot have more than one travel advance outstanding.
 - vi. A travel advance can be made out for one trip only.
 - vii. A travel advance can only be made in Canadian dollars.



- b) **Travel Advance Clearances:** A travel claim that settles a previous advance. The Travel Requisition with documentation attached will allocate expenses to the proper accounts and will be settled within 30 days after the end of the trip.
- c) **Travel Claims:** Travel requisitions submitted for reimbursement of travel expenses.

Note: BA can only process claims payable in Canadian currencies and/or US currencies. Claims payable in other foreign denominations have to be sent to AP for processing.

1. When FoM Dean's Office Units, Departments, Centres or Schools send Requisitions to BA for processing, the Units, Departments, Centres or Schools should:

- a. Mark the appropriate box on top of the requisition form: Travel Advance, Travel Advance Clearance, or Travel Claim.
- b. Fill-in the requisitions completely, properly, and legibly.
- c. Completely fill-in mandatory fields like the "payee," "address," "invoice date," "invoice number," "currency," "amount of cheque," "vendor id number," "line information and charges," "direct queries to," "phone #," "handling codes," "signature of traveller," "purpose of trip/destination," "direct supervisor's approval," "special notes," "duration of trip/to," "number of days."
- d. Verify that both Vendor ID and Address Sequence # are correct, checking against the payee name and address. This is done by searching the correct IDs in FMS and entering the information on the requisition form. For new vendors or new address locations for existing vendors, contact AP for set-up. Once the Vendor ID and/or the Address Sequence # has been set-up, verify that the Vendor ID information is correct and write the Vendor ID and Address Sequence # on the original requisition form.
- e. Ensure valid Account #'s, Speedcharts, Fund #'s, Department ID's and Project Grant (PG) #'s are used.
- f. Enclose a memorandum on their Department's, Centre's, or School's letterhead for lost or missing receipts. The memo must be signed by the requestor and an-administrative-level-higher supervisor.
- g. Have the requisition properly approved. The person approving the reimbursement or payment must be an authorized signing authority on the pg being charged the expense. If a person is requesting for reimbursement, the reimbursement must be approved by a person, at least one administrative level higher, than the person claiming reimbursement.
Note: A person cannot approve his or her own travel requisition.
- h. Use site stamps on the actual purchase receipts when the purchaser is required to retain the original receipt (ex. warranty, airfare ticket.) To use the site stamp, Units, Departments, Schools, or Centres should:
 - i. Stamp on the original purchase receipt
 - ii. Document the amount, date, requisition #
 - iii. Certify (sign) the site stamp

The stamp will read: This invoice/coupon was paid/reimbursed by the University of British Columbia.



- i. For travel clearances:
 - i. Locate a copy of the corresponding travel advance and attach to the travel clearance.
 - ii. Duplicate original advance information on the advance line of the clearance; i.e. amount, speedchart, pg#, etc.
 - iii. Attach a cheque to the requisition for clearances with money owed to UBC. In addition, FoM Units, Departments, Centres, Schools should complete a cash receipt form for the cheque.
- j. For American Express Claims:
 - i. Include the account number of the credit card on the front of the requisition.
 - ii. Attach original statement and invoices to the requisition.
 - iii. The employee number(s) (beginning with “E”) or student number(s) (beginning with “S”) must be indicated in the alternate-vendor-number field for all employee(s)/student(s) involved with the travel expense as required by the Financial Information Act (FIA). FIA requires UBC employees earning more than \$75,000 annually must have their expenses disclosed.
- k. For North South Travel Claims:
 - i. Submit original invoices.
 - ii. List each invoice attached to the requisition separately, if multiple invoices are attached to one requisition.
 - iii. The employee number(s) (beginning with “E”) or student number(s) (beginning with “S”) must be indicated in the alternate-vendor-number field for all employee(s)/student(s) involved with the travel expense as required by the Financial Information Act (FIA). FIA requires UBC employees earning more than \$75,000 annually must have their expenses disclosed.
- l. For Claims Involving More Than One Traveller:
 - i. Have the other travellers’ employee or student numbers entered in the “alternate-vendor-number” field, except the traveller whom the payment is made out to.
 - ii. Forward requisition to AP for processing in cases where other travellers are non-resident, non-UBC employees. AP will record their portion of the travel on a Third Party Non-Employee Expense record for FIA and T4ANR purposes.
- m. Provide information like payee name, address, bank account number, bank sort or swift code, bank’s name and address for any wire transfer requests. An electronic transfer form needs to be filled in with the requisition sent to **AP for processing:** http://fmisw.adm.ubc.ca/fmis/forms/eft_form.pdf. (Instructions on how to fill in the transfer form: http://fmisw.adm.ubc.ca/fmis/forms/eft_form_instructions.pdf.) A fee of \$7 will be charged by AP to the department.
- n. Forward requisitions requiring a bank draft to AP. A \$7 service fee will be charged to the department.



2. When BA processes the requisitions on behalf of the FoM Dean's Office Units, Departments, Centres, or Schools, BA should:

- a. Check that requisitions are filled-in completely, properly, and legibly. Information should be complete with valid Account #'s, Speedcharts, Fund #'s, Department ID's and Project Grant (PG) #'s, signing authority, purpose of trip/destination, duration, dates, special notes, and traveller(s) signature(s).
- b. Verify that both Vendor ID and Address Sequence # are correct after checking against the payee name and address.
- c. Check receipts (including currency) attached to the claim.
- d. Check that lost or missing receipts are reported with a memorandum on the Department's, Centre's, or School's letterhead. The memo must be signed by the requestor and one administrative level higher.
- e. Check signing authority. Requisitions reimbursing another must be approved by a person having signing authority on the pg being charged and authorized by at least one administrative level higher than the person claiming reimbursement.
Note: A person cannot approve his or her own travel reimbursement.
- f. Ensure that site stamps are properly used when a purchaser retains the original receipt (ex. warranty, airfare ticket) and a photocopy of the stamped receipt is attached to the requisition instead. Units, Departments, Schools, or Centres should have:

- stamped on the original purchase receipt
- documented the amount, date, requisition #
- certified (signed) the site stamp

The stamp will read: This invoice/coupon was paid/reimbursed by the University of British Columbia.

- g. Check that handling codes are completed correctly (refer to the back of the yellow copy of the travel requisition form for the definitions of the handling codes.)
- h. Initial the "checked by" box on the requisition when the checks are completed and enter in FMS for payment processing.
- i. Enter the Voucher # in the form once the travel requisition is processed in FMS.
- j. In the "Reference #" field on the voucher-entry screen, enter the Travel Requisition #.
- k. For Travel Advances:
 - i. Photocopy the Travel Requisition form for the travel advance and file in a folder until receipt of the travel clearance.
- l. For Travel Clearances:
 - i. Locate a copy of the corresponding advance to compare against the clearance. The original advance information should be duplicated on the advance line of the clearance, i.e. amount, speedchart, pg, etc.
 - ii. If the clearance is \$0 or money is owed to the traveller, then the claim can be entered as a regular travel claim to offset the travel advance.
 - iii. If the traveller owes money to UBC, the requisition should come with a cheque attached to the requisition, together with a cash receipt. Cash



- receipt should be entered into the FMS to clear the advance (use account code 131110). Meanwhile, the chq should be forwarded to the bank together with bank copies of the cash receipt.
- iv. Change the OPEN/CLOSE ITEM status from “open” item to “closed” item for the applicable Travel Advance and Clearance form.
 - m. For American Express claims,
 - i. Check that original invoices are submitted with the credit card statement.
 - ii. Enter account number of credit card on the “Message” box of the “Payment” Tab in the Accounts Payable Express Voucher page.
 - iii. The employee number “E” or student number “S” must be entered in the “alternate vendor number” field for all employee(s)/student(s) involved with the travel expense. The Financial Information Act (FIA) requires that UBC employees earning more than \$75,000 annually should have their expenses disclosed.
 - n. For North South Travel Claims,
 - i. Check that original invoices are submitted.
 - ii. Enter each invoice as a separate voucher when the invoices are attached to one requisition.
 - iii. The employee number “E” or student number “S” must be entered in the “alternate vendor number” field for all employee(s)/student(s) involved with the travel expense. The Financial Information Act (FIA) requires that UBC employees earning more than \$75,000 annually should have their expenses disclosed.
 - o. For claims involving more than 1 Traveller,
 - i. Except for the traveller whom the payment is made out to, all other travellers must have their employee number(s)/student number(s) entered in the “alternate vendor number.”
 - ii. If any of the other travellers is non-resident non-employee, forward the requisition to AP for processing. AP needs to record the expense to a Third-Party Non-employee expense record for FIA and T4ANR purposes.
 - p. Forward all requisitions requiring wire transfers or bank drafts to AP for processing.

RECORDS

Travel Requisitions and their appropriate supporting documentation entered by BA must be maintained for 7 years (1 year in an easily-accessible place and the balance in storage.)

All other documents are filed in AP.



ERROR CORRECTION/EXPLANATIONS OF POSTED ENTRIES

It is the responsibility of all FoM Dean's Office Units, Departments, Centres, Schools who forward requisitions to BA for processing to:

- Locate all supporting documentation.
- Analyse data to determine resolution of any queries.
- Process journal vouchers for error correction if necessary.

BA will only correct posted entries for any data-entry error it has made during processing.

UPDATED

This policy was created on September 26, 2005.