



Trustee Organization Procedures

Travel Purchasing

Guide for purchasing (goods, services, & travel).

UConn

STUDENT ACTIVITIES

TRUSTEE STUDENT
ORGANIZATION SUPPORT

Safe & Reasonable



OVERVIEW

All travel is governed by University Travel Policy <https://travel.uconn.edu/travel-policy/> and TSOS.

Safety is always a top priority with the activities of the Tier III Organizations but travelling has inherent risk and ***safety is an overriding concern.***

Cost/Benefit is also an area of focus as with any purchase, however:



safety of the student traveler(s) should never be compromised for cost-effectiveness!

Both, planning. and decisions during the travel itself, should always reflect the priority of safety first.

The goal with travel is no different than other purchasing in that arrangements should meet the need but spending should be minimized (but safe!) and not exceed the need.

They also must be reasonable for the travelers. For example, students would not be expected to miss class or drive through the middle of the night even if doing so reduces costs. However, if adjusting the schedule, within reason, is less expensive, then it should be done.

Who, When & Why of Travel

WHO

- These procedures are for T3 Members traveling on Org business **ONLY**
- These procedures are **NOT** for the funding of travel for T2 RSOs
- Traveler(s) must be identified in PR documentation



WHEN

- Start the process as soon as the org is aware of the need to travel, ***AT LEAST A MONTH PRIOR***, as prices increase the closer the purchase is made to the date of travel.
- Off Campus Activity Advising Form for Storrs Orgs* traveling off campus must be submitted **AT LEAST 14 DAYS PRIOR** to travel <https://studentactivities.uconn.edu/off-campus-activity-notification-form/> and be included in purchase request. Regional Orgs can use this or submit their own internal approval docs.
- Request(s) for declining balance cards when Concur is implemented (discussed later) must be submitted ***AT LEAST 14 DAYS PRIOR***
- Advance requests must be submitted ***1 WEEK PRIOR*** to the last business day before departure

WHY

A clearly defined business purpose, or justification, must be articulated to support travel purchases which must include justification for the number of students travelling, accommodations, mode of travel and itinerary, considering safety, cost and stewardship with a goal to be safe and meet the need, but not overspend.

What and Where of Travel

WHAT

The first part of the documentation beyond the approving motion is the documentation of the event for which travel is required. If Registration is required, submit for that payment at the same time.

For example, a screenshot of the internet page for a conference or a game schedule for media coverage.

Some additional details that will help you determine other expenditures:

What day and time does the event/activity begin and end?

These are the key times you will build your itinerary around

Is lodging part of the event eg. conference is being held at a hotel and rooms are blocked for the event?

If so, be sure to plan early and you may be able to get an exception for the cost of the hotel

Are there meals provided for any part of the event?

If so, they must be deducted from the per diem meal re



WHERE

Where the event/activity is being held will dictate your main mode of travel

Is it reasonable to drive with good access to parking?

Is it a reasonably close city where a train or bus ticket a better way to travel?

Or is the distance such that a plane is the only reasonable way to travel?

NOTE: *The University is presently in transition with their vendor and system. Student Travel is currently still under Sanditz but will ultimately be transitioned to Concur. We'll note where we believe updates are coming.*

How of Travel

HOW

- **Air**
 - Paid directly by the University under both the current and future vendors/systems (Monthly Bill).
 - Students can research flights that will reasonably get them to the event and back selecting the most cost-effective flight for the purchase documentation
- **Train**
 - Train tickets will be paid directly by the university now (Monthly Bill) but direct payment will go away with Concur when it can be advanced, reimbursed or part of a declining balance card.
 - Students can look up fares to include in the purchasing documentation.
- **Bus**
 - Bus tickets can be advanced or reimbursed now and with Concur, can also be included in the use of a declining balance card.
 - Students can look up fares to include in the purchasing documentation.
- **Enterprise Rent-a-Car**
 - Paid directly by the university under both current and future vendor/systems (Monthly Bill)
 - Enterprise Rent-a-Car is our contracted company when leaving from and returning to campus
 - Students can seek a quote to include in the purchasing documentation.
 - May require payment of tolls and/or parking
- **Personal Vehicle**
 - May require payment of tolls and parking
 - Mileage paid per the IRS standard rate at time of travel can be advanced or reimbursed now and with Concur
 - Must be supported by [Mileage Affidavit Form](#) (requires minimum level of insurance)



Lodging & Ground Transportation

1

- **Lodging**

- Paid directly by the University under both the current and future vendor/systems. (Monthly Bill)
- Students can search for lodging selecting the most cost-effective option considering safety, transportation costs and time to venue.
- Choice must comply with limitations set forth by <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Exceptions can be sought when justified such as when a conference offers lodging at the venue.
- Consider if provide meals such as a complimentary breakfast (deduct from per diem meals)
- If there is a restaurant that is part of lodging, you will save on ground transportation
- If they provide a shuttle to/from transportation hub or activity/event, you will save on ground transportation

- **Ground Transportation** (not relevant if driving a personal vehicle to get to activity/event)

- Students should research to determine safe and cost-effective means of ground transportation
- How will you get to/from your transportation hub, eg airport, train or bus station, etc
- How will you get to/from your transportation hub to your lodging?
- How will you get from lodging to the activity event?
- How will you secure meals?
- If free or reduced rate transportation is provided by lodging or event, it must be used
 - Shuttle, Taxi, city bus or city train/subway reimbursed or part of an advance now and with Concur, can also be part of a declining balance card.
 - Car Rental is paid directly by the university now (Monthly Bill) but direct payment will go away with Concur when it can be reimbursed or part of a declining balance card.
 - Personal Vehicle mileage paid per the IRS standard rate at time of travel can be advanced or reimbursed now and with Concur and must be supported by [Mileage Affidavit Form](#) (requires minimum level of insurance)



Slide 6

- 1 added in some words, highlighted in green. Some sentences end in a period, other do not.
Darren Thorne, 9/10/2020
- 2 repeated information from previous slide. Remove it from one of the two spots.
Darren Thorne, 9/10/2020
- 1 Car rental for a mode of transportation is a little different from ground transportation, right or am I wrong?
Kimberly Miller, 9/10/2020

Itinerary

With the knowledge of the event/activity, mode of travel, lodging and ground transportation and all of the associated times, the itinerary can now be created which should be part of the purchase request.

Building your Itinerary starting backwards, starting with the purpose of travel building in reasonable amounts of time to comfortably travel between points.

- Event/Activity start time
- Set-up time requirement prior to the event/activity
- Whether you arrive straight to the activity/event or check-in to lodging before
- Time to get to lodging or event/activity
- Time to get from lodging to event/activity
- Time to get from transportation hub
- Transportation time
- Time required to arrive at transportation hub in advance of departure
- Time to get to transportation hub
- Class time to avoid missing

Build your return itinerary similarly, starting with the point the activity/event ends



Per Diem Meals & Misc Costs

2 MEALS

With the knowledge of the meal provisions for the event/activity and lodging as well as the itinerary in place, you can now determine the per diem meal allowances.

Per diem meals are paid per the Government Rates <https://www.gsa.gov/travel/plan-book/per-diem-rates/>

With an overnight stay, per diem meals will be paid 100% when student is off campus for the entire 24-hour day 75% on travel days.

Without an overnight stay, per diem meals can be paid if student must be off-campus 10-hours or more for the activity and then at 75% of GSA per diem rates.

Regardless of overnight stay, if a meal is provided with the activity/event, it must be deducted from the established per diem.

Per Diem Meals can be paid to Storrs student travelers in advance. Regional students should check their internal policies first. Reimbursement is also available now and directly through Concur when implemented.

OTHER MISC TRAVEL COSTS TO CONSIDER

Can be reimbursed or with Concur, may be paid with a declining balance card:

- Parking and Tolls
- Extra baggage fees for camera equipment for media coverage
- Internet charge to broadcast from the venue



Slide 8

- 3 already mentioned parking and tolls in previous locations.
Darren Thorne, 9/10/2020
- 2 I think that's part of what I struggled with is where to put the info, in what order. In my previous mention, I'm trying to get them to consider them but I don't think I spoke to how they would be paid - have to look.
Kimberly Miller, 9/10/2020

Sample Motion

The best Trustee Organization hereby moves to approves up to \$1850 for the travel of two students, J. Bean and B. Smith to attend the Men’s basketball game in Anywhere, TX on October 10, 2020, per the attached itinerary and budget.

| Expense Type | Quotes | Maximum | | |
|-------------------|-------------------|-------------------|--|------------------------|
| | | Allowable | Details | |
| Mileage | \$20.00 | \$20.00 | 1 vehicle | paid in advance |
| Air | \$700.00 | \$1,320.00 | 2 seats | paid by university |
| Lodging | \$150.00 | \$300.00 | 1 shared room | paid by university |
| Ground Travel | \$30.00 | \$60.00 | shared shuttle from/to airport & venue | req declining bal card |
| Meals | \$150.00 | \$150.00 | 1 b, 2 l & 1 d each for 2 students | paid in advance |
| | \$1,050.00 | \$1,850.00 | | |
| Itinerary: | 10-Oct | 10am | Leave Campus for airport | |
| | 10-Oct | Noon | Plane Departs | |
| | 10-Oct | 3pm | Plan Lands | |
| | 10-Oct | 4:30pm | Check in hotel | |
| | 10-Oct | 6pm | Arrive at Game | |
| | 10-Oct | 8pm | Game starts | |
| | 10-Oct | 11pm | Arrive back at hotel | |
| | 11-Oct | 8am | Check out and head to airport | |
| | 11-Oct | 10:30am | Plane Departs | |
| | 11-Oct | 1:30pm | Plane lands | |
| | 11-Oct | 3pm | Arrive back to Campus | |

Organization Action

ORGANIZATION AUTHORIZATION

All purchasing decisions must be approved in a motion during a public meeting. For travel, a vote is required for a student to travel on org business ***even if there are no costs associated***. Motions should anticipate what elements of travel are authorized and should indicate a cap for each element via a budget and an overall cap. It is a best practice to submit a budget that has rows for each expense type, a column for quote supported estimates and then a maximum for each as well. The motion can approve the proposed budget for xyz travel for a total cost of no more than \$. While registration is a separate purchase, it should be included in the budget and motion, if applicable to travel, and proceed through the process simultaneously.

UCONNTACT PR PROCESS

After the Org Approval has been published in the minutes, Org can put all the documentation together and submit a Travel Purchase Request in UCONNTACT. It will require the Treasurer and President to approve within the system and then be routed to TSOS for compliance review. Registration is a separate request within UCONNTACT but should be done at the same time.

BOOKING TRAVEL

Once TSOS has reviewed and approved:

- Registration can be purchased, if applicable

- Advance check requests can be submitted

- Once Concur is Implemented, Declining Balance Cards can be requested

- Student travelers can then make an appointment with staff to book their travel



Sanditz vs. Concur Summary

Most, if not all, travel costs are paid on behalf of the traveler and out-of-pocket expenses should be minimized. Travelers must keep **ALL** receipts and paperwork associated with the trip. They may be required for the completion of post-travel paperwork and once completed, must be submitted to the treasurer in a single envelope for organization records. Better to keep something not needed than the other way around!

Currently, with **Sanditz**, post-travel paperwork is internal to the Org and TSOS only:

1. Maximize what will be charged on your monthly bill (Air, Lodging, Train, Rental Car, Registration)
2. Maximize what the Org can pay you for in advance (via check) that does not require any reconciliations after unless there's an unforeseen change in travel plans (Mileage, Per Diem Meals)
3. Traveler can 1) pay remaining costs out-of-pocket and seek reimbursements with documentation upon return or 2) check with their organization about an advance that will require a reconciliation and documentation upon return.



When **Concur** is implemented, there will be post-travel paperwork through the system:

1. Maximize what will be charged on your monthly bill (Air, Lodging, Registration)
2. Maximize what the Org can pay you for in advance (via check) that does not require any reconciliations after unless there's an unforeseen change in travel plans (Mileage, Per Diem Meals)
3. Maximize use of the declining balance card (monthly bill) for remaining approved expenses
4. #3 above will still be available to Traveler if needed

Tips and Guidelines

- **Start early!** Travel related requests should be submitted as soon as they are approved by a vote. If the trip gets cancelled for any reason, it is not an issue to cancel it on our end as long as nothing was already booked.
- **Authorize enough money!** Anticipate all costs and elevated travel costs when voting on travel. Quite often, airfare and hotels are more expensive when being booked than when your organization initially gathered quotes. If your voted “up to” amount is slightly higher than the total of your quotes, that will provide any needed buffer. It is okay for costs to be less than the PR but if the actual costs exceed the PR, it will minimally require the approval of the Treasurer and President and potentially require a new vote. As long as the cost/benefit still favors your constituents, vote and request the maximum amount to avoid costly delays.
- **Be efficient!** If travelling for the same purpose multiple times in a semester/year, orgs can vote on a total amount for each type of travel (Women’s Basketball, Men’s Basketball, Football, Baseball, and conferences) at the beginning of the semester, and then those minutes can be submitted along with your purchase requests for each trip. They also may be able to submit one request to the OCAA area.
- **Minimize Student Traveler out-of-pocket expenses!**
Not all students have the same personal economic resources, but all students should have the same opportunity to participate in your organization activities regardless of personal economic resources.

Also, avoid the risk of a student who can’t be reimbursed for something that they expended personal funds



Questions

Trustee Student Organization Support

Trusteeorgsupport.uconn.edu

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Thank you!

