

Travel Procedures

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Before Traveling

Plan Carefully to Ensure the Best Possible Value

The University of Virginia is a public institution governed by the Commonwealth of Virginia. As such, all expense records regardless of fund source are open to the public under the Federal and State Freedom of Information Act. All trips must support the mission of the University of Virginia, receive the appropriate approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible. To learn more about the university policy and view a list of non-reimbursable expenses, please visit [Payment or Reimbursement of Travel Expense](#).

Bundled Travel Packages

The travel industry has begun to offer economical bundled travel packages that combine airline travel with hotel stays, car rental, and even meals. However, these packages usually offer only a consolidated invoice that provides no breakdown of the various travel services included. To purchase a bundled travel package, travelers must:

- Seek full reimbursement after the trip.
- Not use the Pcard for purchase.
- Provide documentation comparing the cost of the bundled travel package to the combined cost of the same travel services purchased separately and within allowable travel limits, and the bundle must be the less expensive of the two alternatives. Documentation of each alternative must be either a website screen print or printed quotation from the vendor showing the cost and the travel services included. These comparison documents must be

attached to the paper copy of the [Travel Workbook](#) when submitted to Procurement & Supplier Diversity Services (PSDS) for reimbursement.

Training Travel for Groups

When it is essential for groups of employees to attend the same seminar, workshop or training program, please consider bringing the trainer on-site or using studio and video teleconferencing rather than traveling.

Spousal Travel

Generally, travel expenses of a spouse are not reimbursable unless the spouse attends a function and is considered to have a business purpose. Specifically, the spouse has a significant role in the proceedings or makes an important contribution to the success of an event. Expenses related to spousal travel must be approved in advance by the traveler's Dean or Vice President prior to the expenses being incurred and can only be processed using Local funds.

Responsibility of the Traveler

- All travel should be authorized by someone who has knowledge of the traveler's plans and the authority to question it prior to any cost being incurred. Unless documented by policy, no [Self Authorization](#) or self-approval of travel should occur.
- Travelers MUST ensure their reimbursement does not include any cost paid directly for them using the Pcard or another method.
- Travelers must comply with University policy (*FIN-043*) and US laws on export control. See <http://www.virginia.edu/sponsoredprograms/exportcontrols/index.html> for more information or contact the Office of Export Controls (export-controls@virginia.edu or x2-5725) for assistance.

Responsibility of the Traveler's Supervisor

- Should have authorization over the account being charged,
- Cannot be the individual seeking reimbursement, unless documented in the [Self Authorization](#) policy,
- Should be the traveler's direct supervisor as defined in the Human Resource System,
- Should approve travel reimbursement requests and certify all travel expenditures are appropriate and within published allowable limits,
- Should approve limits over the allowable amount as noted in policy when justified and circumstances warrant,
- In general, should not be asked to approve the travel expenses for an individual to whom they report, and
- Should not approve the travel of a near relative (e.g., spouse or equivalent, child, parent, etc.).

Responsibility of the Traveler's Supervisor's Supervisor

- Approve actual meal reimbursement requests exceeding the established limits,
- Approve lodging rates exceeding the 100% overage when justified and circumstances warrant, and
- Approve conference rates over the established limits.

Responsibility of the Alternate Approver

The traveler's Supervisor and Supervisor's Supervisor can designate an alternate approver. The alternate approver:

- Must follow the same requirements stated above for the traveler's supervisor and the supervisor's supervisor,
- Should have the appropriate knowledge and authority to do so, and
- Should have the authority to question the transaction.
- This authorization should be in writing and kept in department files.

Responsibility of the Deans and Vice Presidents

- Providing prior approval for a traveler to use a private or chartered air service;
- Approving in advance any expenses incurred by the traveler's spouse (local funds only);
- Approval of a traveler's reimbursement request that was submitted more than 60 days after the completion of travel; and
- Determining whether to reimburse a traveler for expenses when the traveler has submitted a reimbursement request after 30 days upon completion of travel more than three times.

Making Hotel Reservations

Hotel Reservations

On all funds, taxes and surcharges may be reimbursed in addition to the lodging limits -- lodging limits exclude taxes and surcharges.

- Travelers must follow the limits in the [Rate Guide](#). If a specific city is listed, that rate applies to other cities within 15 minutes travel time from the listed city unless otherwise noted. Some city rates include specified outlying counties or suburbs. Some county rates may not include a major city within that county. International travel is defined as travel outside the contiguous 48 states; thus, international travel includes Alaska and Hawaii. If a specific locality is not included in the Rate Guide, the 'All Other United States' rate on the Domestic guide and the 'Other' rate on the International guide apply.
- For trips involving multiple travel destinations, use the rate in effect for where the traveler spent the night. For the departure day, use the rate in effect for the location where the traveler will spend the night. For the return day, use the rate in effect for where the traveler spends the night before returning home.

- When these limits are exceeded, regardless of the travel purpose or fund source, a written justification must be included with the [Travel Workbook](#).
- The Traveler's Supervisor can approve lodging rates up to 100% over the limits with written justification.
- Lodging costing more than 100% over the limits can only be reimbursed on local funds with approval by the Traveler's Supervisor's Supervisor.
- When using lodging other than hotels/motels (e.g., apartments, private homes, etc.), include a cost comparison showing the amount saved by using alternative lodging and attach to the appropriate Travel Reimbursement Form.
- When multiple individuals share a hotel room, the maximum reimbursement allowable is the lodging rate for one individual plus the cost of the extra individual(s).
- Communicate travel plan changes to the hotel as soon as possible when a confirmed reservation is being held. Since hotels can charge for non-canceled reservations, these charges will not be reimbursed if the traveler is negligent in canceling reservations.
- Hotel bills must be itemized and reflect all charges. When hotel bills have been pre-paid (e.g., when purchased over the internet), provide an itemized statement from the hotel of actual charges at the time of departure.

Conference Hotel Reservations

Employees attending conferences should stay at the conference hotel in order to gain the most from the program. Staying at the conference site hotel saves cost on travel to and from the site.

- Travelers can claim up to \$500.00/night regardless of the fund source, with Supervisor approval and written justification.
- Lodging costing more than \$500/night can only be reimbursed with approval by the Traveler's Supervisor's Supervisor.

Meals

Overnight Travel Meals

"Travel meals" are meals for which a traveler may be reimbursed for no other reason than that the meals were taken while traveling overnight on University business. Travel meals should not be confused with [business meals](#), which have different rules for reimbursement. The University PCard cannot be used for an individual's travel meals.

- Limits for meals can be found on the [Rate Guide](#). If a specific city is listed, that rate applies to other cities within 15 minutes travel time from the listed city unless otherwise noted. Some city rates include specified outlying counties or suburbs. Some county rates may not include a major city within that county. International travel is defined as travel outside the contiguous 48 states; thus, international travel includes Alaska and Hawaii. If a specific locality is not included in the Rate Guide, the 'All Other United States' rate on the Domestic guide and the 'Other' rate on the International guide apply.

- Per Diem limits are amounts that vary from place to place. When travelers request reimbursement for meals using the per diem limits, the rates on the [Rate Guide](#) page cannot be exceeded regardless of the fund source.
- For trips involving multiple travel destinations, use the rate in effect for where the traveler spent the night. For the departure day, use the rate in effect for the location where the traveler will spend the night. For the return day, use the rate in effect for where the traveler spends the night before returning home.
- Travelers do not need to obtain receipts for meals when claiming per diem limits. On local funds, when claiming actual meal amounts, receipts are not required for single meals under \$25, but the cost of each meal must be provided. Receipts greater than \$25 are maintained in the department.
- Travelers using State or Sponsored Program funds MUST claim per diem meal expenses. In addition, departments may determine for themselves whether to reimburse the full per diem amounts listed on the [Rate Guide](#) page or only the traveler's actual expenses (as documented with itemized original receipts) within the overall per diem limit.
- Business meals while traveling are subject to Business meals rules.

Conference Meals

Persons traveling on official University business may NOT claim reimbursement for meal expenses in lieu of no-cost meals included in a conference package, meals before or after the trip, meals provided by others, or meals claimed as business meals by the traveler.

- The appropriate per diem expense limits, as described on the [Rate Guide](#) page, should be used to calculate how much to deduct from the standard per diem reimbursement rates. The number and type (breakfast, lunch, dinner) of no-cost meals must be recorded on and submitted with the [Travel Workbook](#).
- Meal tipping and taxes are included in the expense limit for the meal, on all funds.

Day Trip Meals

Day trips are trips taken on University business that do not involve an overnight stay. Consequently, day trip meals are never reimbursable from ANY fund source!

Incidentals

Incidental expenses are already included in the per diem amounts and are not reimbursable as a separate item. Incidentals include: tips for porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, waiters, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken.

Miscellaneous Travel Expenses

Miscellaneous reimbursable travel expenses include cab fares, fax, telephone, WIFI costs, copy charges, energy surcharges and other business related expenses.

- All miscellaneous reimbursable travel expenses must be explained on the [Travel Workbook](#).
- Receipts are not required for expenses less than \$25 per purchase.
- Funeral Attendance expenses for travel outside of the central workplace are reimbursable for one employee to represent the University. The traveler must document that representation is beneficial to the mission of the University. Generally, attendance is for the funeral of an individual who had an affiliation with the University.

Transportation

Air/Rail/Bus Tickets

To have the University pay directly for tickets and avoid the need for reimbursement, use the [University Purchasing Card](#) (Pcard). This is the only way to have the University prepay the tickets and is the preferred method of payment. Travelers may pay for the ticket with the University Travel Card or personal credit cards. The traveler will be reimbursed by the University after the trip is completed.

- Tickets may be purchased and booked directly by phone, internet or travel agency.
- When purchasing tickets over the internet, always use reputable sites with secure online transactions -- look for the URL beginning with "https" when entering personal or payment information.
- Remember that the most economical time to purchase airline tickets is 54 days prior to the trip (7 1/2 weeks). Airfare cost can significantly increase if tickets are purchased close to the departure date.
- Travelers should not accept Travel Insurance (Personal injury or loss, trip interruption/cancellation, etc.). This is not considered a reimbursable expense.
- Provide a detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket number or confirmation number, and cost of ticket, along with proof of payment (i.e., card being charged). Documentation that does not include this information is not acceptable as a receipt.
- Traveler must supply a hotel receipt or additional receipts to prove the trip occurred.

Ticket Upgrades

First class tickets are not allowable purchases. Travelers may be reimbursed for upgrades from coach to business class with documentation to prove that the business class fare does not exceed the lowest available tourist/coach fare or if the flight is transoceanic or intercontinental and expected flight time exceeds eight hours.

Seating upgrades are normally considered a personal expense and not reimbursable unless there is a compelling business or medical reason and paid for using local funds with supervisor's approval.

Unused Airline Tickets & Frequent Flyer Miles

All privileges associated with University travel belong to the University, such as unused portions of air or rail tickets, free trips, and frequent flyer miles. Unused tickets should be reported to the traveler's department and be used to reduce other appropriate travel expenses. Failure to report such tickets could result in disciplinary action.

Taxis, Shuttle Vans and Other For-Hire Transportation

The traveler should use the most economical method of transportation. Taxis, shuttle vans and other forms of for-hire transportation can be taken to and from an airport and to and from business meetings. These items can be reimbursed or paid by the University Pcard. A maximum tip of 20% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals & Incidental expenses. Receipts are required only if over \$25.

Parking and Tolls

Travel-related Parking and Tolls (i.e., bridge, tunnel, or turnpike tolls and parking fees) may be reimbursed or paid by the University Pcard. The location of the facility as well as the names and reasons for including a charge for passengers, where applicable, must be stated on the [Travel Workbook](#). Parking lot rental fees associated with employment or parking costs associated with commuting is not an allowable charge of any category.

Car Rental

Advance reservations should be made whenever possible and booked directly through the rental car company with a compact or economy model requested. If using a UVA contract vendor, be sure and specify that the reservation is through a UVA contract. For reservation codes and contact information, please refer to each company's Contract Summary Sheet:

- [Enterprise Leasing Co.](#)
- [National](#)
- [Hertz Corporation](#)
- [Zipcar](#)

When picking up a vehicle from one of the University's contract vendors, the driver is permitted to sign the car company's standard rental agreement, if requested to do so. The University's contract supersedes this rental agreement and the driver will incur no personal liability by signing. Travelers should carry a driver's license and University Identification Card.

Please refuel the vehicle prior to returning it in order to avoid rental agency refueling charges. Prepaying for the refueling at the car rental vendor should only be considered if it is more economical and the traveler must include justification on the expense sheet to be reimbursed.

Rental Car Industry standards require that the driver of a vehicle match that of the credit card being used to pay for the rental. Non P-card holders will need to use their own credit card or the

University Travel card and then seek reimbursement. The only exception for this requirement; the Charlottesville Enterprise and Hertz locations have agreed to accept third party credit cards for rentals originating and returning to Charlottesville.

- Maintain receipts for the rental and any fuel. Returning a car after hours, call the agency and ask for a copy to be faxed or mailed.
- Note the number of travelers and the reason for travel on the invoice.
- The Pcard may be used for University employees only for rental and fuel costs. If paying by the Pcard, treat these receipts as all other Pcard documentation.

Car rental insurance guidelines:

- Be knowledgeable of [Risk Management's insurance requirements](#) and know what to do in case of an accident.
- The option to purchase insurance offered by rental car contractors depends upon the following circumstances:

If the traveler is a	Then
<u>State Employee/Authorized Agent</u> Traveling within the US or Canada	Decline: Rental insurance will not be reimbursed. The Department of Treasury, Division of Risk Management, provides a Statewide Self-Insured Automobile plan for State employees in addition to the CDW and LDW coverage provided for Enterprise and National UVa contracted rentals. Personal Accident Insurance (PAI) or personal effects coverage will not be reimbursed. The coverages are considered personal expenses and are not reimbursable. Accept: Collision Damage Waiver (CDW) is an allowable expense for instances when the rental truck weighs more than 10,000 pounds. * Enterprise contracted rates in Virginia already includes any additional fees.
<u>Non-State Employee</u> Traveling within the US or Canada	Accept: Only when the agency considers automobile rental reimbursable. Rental car insurance for these individuals may also be treated as a reimbursable expense. Insurance reimbursement should only include liability damage waiver (LDW) and collision damage waiver (CDW). Agencies are encouraged to set limits on reimbursement of this expense.
<u>State or Non-State Employee</u> Traveling outside the United States	Accept: Individuals traveling outside of the territorial United States (including Canada, Puerto Rico) <u>are required to purchase</u> and will be reimbursed for LDW and CDW insurance. Other types of insurance offered such as trip cancellation, personal, health or life insurance are not reimbursable.

Personal Vehicle Mileage Rates

When driving a personal vehicle, actual mileage will be reimbursed based on the IRS travel rate in effect at the time of the travel (see table below). Prospective employees or consultants who originate their trip outside the Charlottesville area may be reimbursed at the approved IRS rate.

- Record mileage from place of departure to place of return.
- For 100 miles or more on a single day, do a cost justification to determine if a personal vehicle or car rental is more cost effective.
- When the reimbursement request is for mileage only, no receipts are required.
- When the reimbursement request is for payment of gasoline only, no receipts are required if the cost is less than mileage compensation.
- Reimbursement cannot be for both gas and mileage.

	<i>Applicable Period</i>	<i>Rates</i>
2015	Jan 1 - Dec 31	.575
2014	Jan 1 - Dec 31	.560
2013	Jan 1 - Dec 31	.565
2012	Jan 1 - Dec 31	.555

Note: When use of a personally-owned vehicle is elected for the convenience of the traveler, the rate is \$.246.

Personal Vehicles Commuting Mileage

Commuting mileage and other commuting costs, including parking, incurred on normal workdays, between an employee's residence and Base Point are considered a personal expense and are not reimbursable. An employee can have only one assigned Base Point. The employee's Base Point is defined as the place, office or building where the traveler performs his/her duties on a routine basis; it is the responsibility of the department to assign an employee's Base Point. Mileage can be reimbursed only to the extent that the mileage incurred exceeds the traveler's normal daily commute.

International Travel

New International Travel Policy- West Africa

Given the severity of Ebola in West Africa and the CDC and U.S. Department of State Travel Advisories, all UVa faculty and staff travel to and from countries experiencing the Ebola outbreak (Guinea, Liberia, Sierra Leone, Nigeria, and the Democratic Republic of the Congo) requires notification and approval by a Dean, Vice President, or Designee— with the [International Studies Office](#) copied on any approval. A recent letter from Jeffrey W. Legro, Vice Provost for Global Affairs to Deans, Vice Presidents and Managers detailing this new policy is located at <http://www.procurement.virginia.edu/interim/MsgTravelEbola.pdf>

Before You Make International Travel Arrangements

The University supports international travel to strengthen the University's partnerships in education and research. However, there are certain Federal regulations that must be adhered to and steps that can be taken to support a safe trip.

Those traveling on behalf of the University MUST obtain PRIOR approval from the Office of Export Controls at export-controls@virginia.edu or 982-5725 under certain circumstances, such as travel to sanctioned countries. Failure to obtain prior authorization may result in serious personal liability and disallowance of charges by the University. See <http://www.virginia.edu/sponsoredprograms/exportcontrols/travel.html> for more information.

International travel and related exports of University equipment, software, or proprietary information are subject to University policy ([FIN-043](#)) and US laws on export control in addition to University travel policies and procurement rules. A license from the US government may be required for travel or exports to certain countries. The [University's Office of Export Controls](#) will assist travelers in obtaining any license necessary to support university travel.

Prior approval MUST be obtained for all activities with sanctioned countries:

- Before making travel arrangements
- Before traveling with University-owned equipment, software, samples or data
- Before shipping University-owned equipment, software, samples or data to or from sanctioned countries
- Before receiving equipment, software, samples, data, or financial support from anyone in a sanctioned country, prior to, during, and after travel

Prior approval MUST be obtained for activities with non-sanctioned countries under the following circumstances:

- Before traveling with University-owned equipment, software, samples or data
- Before shipping University-owned equipment, software, samples or data to support University activities

Special Considerations for International Travel

The U.S. Department of State has a [checklist](#) that is helpful to prepare for a safe trip anywhere outside the United States. Special attention should be given to the following:

- There may be U.S. Department of State travel alerts or travel warnings related to specific countries. Travelers must be aware of potential travel concerns in certain parts of the world in order to determine whether the trip should be taken. Consult the U.S. Department of State list for up-to-date travel warnings and alerts at <http://travel.state.gov/content/passports/english/alertswarnings.html>.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#), which is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.
- To obtain a visa, see http://travel.state.gov/visa/visa_1750.html

- To obtain an up-to-date passport, see http://travel.state.gov/passport/passport_1738.html
- Here are some [tips for using credit cards in foreign countries](#).

Health and Immunization for International Travel

- For additional health insurance, see http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.
- The MEDEX Plus Program offers emergency travel assistance available at no cost to UVa benefit eligible employees who will be leaving the United States for UVa business-related travel. A program description is available in this [brochure](#).
- [MEDEX 360°m Global Medical Monitor](#) offers travelers a robust source of information regarding health conditions and medical care in 236 countries and territories. For example, travelers can visit the site to get an overview of the medical situation for a location, identify nearby medical facilities in case of an emergency, and determine what shots and immunizations they need before they go.
- University of Virginia [Traveler's Clinic](#) offers itinerary-specific medical consultation.
- The [Centers for Disease Control](#) offers detailed and summary information on health concerns and foreign travel.
- The Charlottesville-Albemarle Health Department also provides immunizations for foreign travel. The Health Department is located at 1138 Rose Hill Drive, Charlottesville, Virginia, 22906. The office is open 8:00 a.m. to 4:30 p.m. Call (434) 972-6269 for answers to immunization questions.
- Currently enrolled students should contact [Student Health](#) for assistance with immunizations.

Vehicle Rental Insurance for International Travel

- The University's insurance does not cover the collision damage waiver (CDW) and liability damage waiver (LDW) insurance for cars rented outside the territorial United States. Travelers are required to accept this additional coverage and will be reimbursed.
- Other types of insurance are not reimbursable.

Lodging, Meals and Incidentals for International Travel

Lodging, meal and incidental rates can be found on Procurement & Supplier Diversity Services (PSDS) web site at the [Rate Guide](#). When requesting reimbursement, be sure to convert to US dollars. See the [Foreign Currency Converter](#). Include a copy of the currency conversion page with the [Travel Workbook](#).

Acceptable Ways to Pay for Travel

The information on this page does not apply to Health System employees traveling on Health System funds; contact Medical Center Invoice Processing at 924-5495.

Payment by the University

The [Purchasing Card](#) is the preferred method of purchase for airline tickets, local car rentals, hotels, and conference registrations. To pay, the lodging restriction must be lifted on the purchasing card by completing a [Purchasing Card Change Request](#) form.

Payment by Traveler

Travelers can pay for expenses with their own personal funds and/or credit card, a University issues Travel Card, or a special cash advance (on an exception bases).

University Travel Card

- Cardholder is billed directly and is personally liable for expenses incurred.
- This is considered a personal credit card and is issued by [Financial Administration](#).

Special Cash Advances

- For travelers who expect to be away for an extended period of time.
- Must be repaid to the University Cashier in Financial Administration at Carruthers Hall within 30 days of return from trip.
- Should be requested only if there is no other way to obtain the necessary cash to travel.
- For information on how to request a Special Cash Advance see [Treasury Management](#).

Reimbursement after the Trip

Always be sure you are using the latest [Travel Workbook](#) from the Travel Forms page when completing the Travel Reimbursement form.

- Travelers have 30 days from the completion of travel to submit all appropriate reimbursement forms to Procurement & Supplier Diversity Services (PSDS) for review. These include required approvals, pages, and original supporting documentation (i.e., ticket stubs, boarding passes, receipts, etc.).
- Written approval from the appropriate Dean or Vice President is required in cases where the reimbursement request submission exceeds 60 days. If a traveler submits three or more reimbursement requests more than 30 days old, the Dean or Vice President will be notified and the requests may be denied entirely.

Steps to completing your reimbursement request:

1. Collect all receipts and supporting documentation.
2. Complete the appropriate Travel Reimbursement form. The traveler may do this or provide necessary information and receipts to another person designated by the traveler and the department for this purpose. Claim only meals for which the traveler incurred expense and which were not claimed as meals provided.
3. Travelers who are employees or students must sign the [Travel Workbook](#). Non-employee, non-student travelers are not required to sign.

4. Attach to the workbook all required original itemized receipts, cost comparisons, foreign currency conversion sheet, final confirmation pages for internet purchases, required higher level approvals, etc. Failure to include any required documentation will unnecessarily delay the reimbursement.
5. Departments must also complete a Payment Voucher (PV) in the Integrated System to generate the payment.

The Payment Voucher cannot be processed and will remain on hold until this documentation is received and reviewed by Accounts Payable.

Reimbursement Submission Follow up

When five business days have elapsed since submission of documentation, if you have received no notices regarding your PV, review the "[Payment Vouchers on Hold](#)" report to make sure your voucher is not still on hold.

If the PV is still on hold, contact PSDS to find out if your documentation has been received and what action you need to take to ensure prompt reimbursement.

If the PV is not still on hold, either a check will be issued or, if the traveler has direct deposit, an e-mail notification of deposit will be sent.