

SILLC Travel Funding Policy

Updated 3/1/2017

This policy is in place to manage the high volume of paperwork being fielded by SILLC staff in order to distribute travel funding to SILLC faculty. **Most of the policies below come from the University of Arizona's centrally-located Financial Services Office (FSO),** <http://www.fso.arizona.edu>. SILLC staff assist us in maintaining compliance with FSO.

TRAVEL AUTHORIZATION FORM

Faculty must submit a Travel Authorization Form to their Department Head/Program Director well **in advance** of the date of travel, in order for any funding to be approved. The availability of travel funds is determined within each individual SILLC unit and through faculty securing funds through other sources. After approval, the Department Head/Program Director will submit the form to Debbie Varelas, the SILLC Financial Services Coordinator. Please be aware that the University will **NOT** fund/reimburse any faculty travel unless it is approved **in advance** of the date of travel.

Important:

- For **domestic travel**, the Travel Authorization Form must be submitted to Debbie Varelas **at least two weeks** in advance of the date of travel. Faculty should submit their form to their Department Head/Program Director far enough in advance so that the Department Head/Program Director can approve and submit the form to Debbie at least two weeks before the date of travel.
- For **international travel**, the Travel Authorization Form must be submitted to Debbie Varelas **at least 30 days** in advance of the date of travel. Faculty should submit their form to their Department Head/Program Director far enough in advance so that the Department Head/Program Director can approve and submit the form to Debbie at least 30 days before the date of travel.
 - **PLEASE NOTE:** International travel can be funded ONLY if the travel authorization demonstrates that this travel will benefit faculty **teaching**; the primary/only issue to emphasize on an international Travel Authorization Form is how this international trip will benefit UA courses/student education.
- **Even if faculty are not requesting funding**, if they are traveling in their capacity as a University of Arizona employee, **they still MUST submit a Travel Authorization form** in advance of the date of travel, for insurance purposes.
- The Travel Authorization Form can be downloaded from the **SILLC Faculty Documents & Forms** webpage, at <http://sillc.arizona.edu/faculty-documents-forms>.

***NEW*: PERSONAL TIME WHEN TRAVELING ON UA BUSINESS**

IMPORTANT: If faculty are being reimbursed for their UA-related travel and combine that travel with personal time, the Financial Services Office (FSO) now requires that we provide a **comparison** of the airfare prices for travel without personal time and travel with personal time. Faculty taking personal time with UA-related travel **will not be reimbursed** without this comparison.

- Please use the new 2017 Travel Authorization Form, where the area to indicate personal time with travel now includes an area to enter comparison airfare prices. A print-out,

scan, or screen shot showing the comparison airfares must accompany the Travel Authorization Form.

- If travel with personal time results in a more expensive airfare, faculty will be reimbursed only for the expense that would have been incurred if traveling without personal time.
- If travel with personal time results in a more expensive airfare, the SILLC P-card cannot be used to purchase the airline ticket. Faculty must purchase the airline ticket and submit a receipt for reimbursement. Faculty will be reimbursed only for the expense that would have been incurred if traveling without personal time.

TRAVEL FUNDING ADVANCES

In most cases, faculty should NOT request advance travel funding. SILLC does not have the staffing needed to process a high number of travel advances. Instead, faculty can request SILLC P-card purchases or reimbursements when receiving travel funding.

On rare occasions, travel funding advances will be approved under the following circumstances:

- a) the travel advance is for an unusual situation (such as reserving a suite for interviewing at a conference)
- b) waiting for reimbursement (instead of an advance) will cause a personal financial burden to the faculty member.
- c) along with a) and b) above, the travel advance is requested 30 days in advance of travel, accompanied by a travel authorization approved by head/director of the faculty member's unit.

SILLC P-CARD PURCHASES

Once the Travel Authorization Form is approved and submitted by the Department Head/Program Director to Debbie Varelas, faculty have the option to contact **Stephanie Topete** at stoptee@email.arizona.edu to request that she use the SILLC P-Card to pay for the following expenses on behalf of the faculty member (up to the funding limit approved on their Travel Authorization):

- **Airplane tickets** (as long as there is not personal time resulting in a more expensive airfare). Stephanie will need the following to purchase approved airplane tickets:
 - **A link to or screen shot of the exact flight itinerary to purchase.**
 - Full name as shown on ID
 - Date of birth
 - Cell phone number
 - Emergency contact number (optional)
 - Seat preference (optional)
 - Frequent flyer numbers (if any)
- **Conference Registration and/or Membership Fees**

REIMBURSEMENTS & PER DIEM

Hotels

- Faculty must reserve hotels using their own credit cards (the SILLC P-Card cannot be used for this).
- When returning from a UA-funded trip, faculty should submit a detailed hotel receipt to Debbie Varelas, who will then process the reimbursement.

Per Diem

- Once faculty complete a UA-funded trip, any approved per diem expenses will be reimbursed.
- Faculty do not need to submit food receipts, as the standard per diem allowances will be used.
- To review per diem allowances, see the link for this on the **SILLC Faculty Documents & Forms** webpage, at <http://silc.arizona.edu/faculty-documents-forms>.

Other Items

- If faculty have other items for reimbursement for a UA-funded trip (such as airport shuttle expenses, for example), they should submit the original, detailed, and unmarked receipts to Debbie Varelas.
- **Note that Debbie Varelas processes travel funding for every single person in SILLC (among numerous other responsibilities), so providing clear information/explanations along with the original, detailed, and unmarked receipts is most appreciated!**