

Travel Talks

Wednesday 02/21/24



Travel Talks

Today's Agenda

Expense Reports

-Error Messages

-Common Mistakes

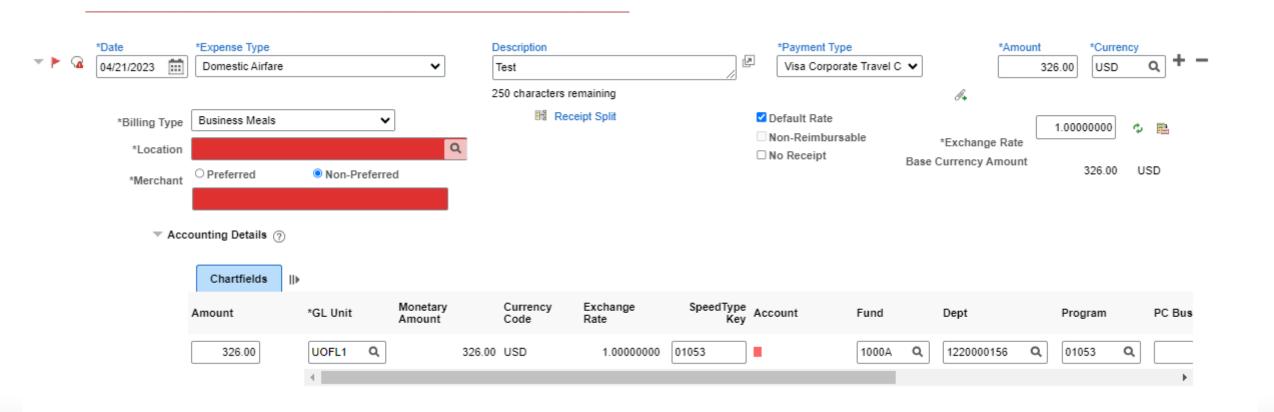
Q&A Session

This presentation will be recorded for future viewing

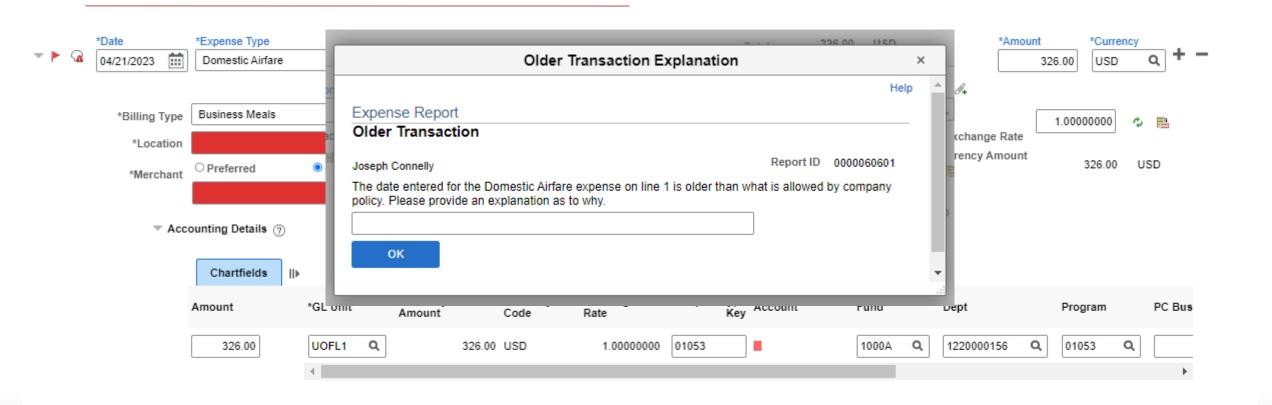
Travel Talks to continue **WEDNESDAYS** @ 1:30



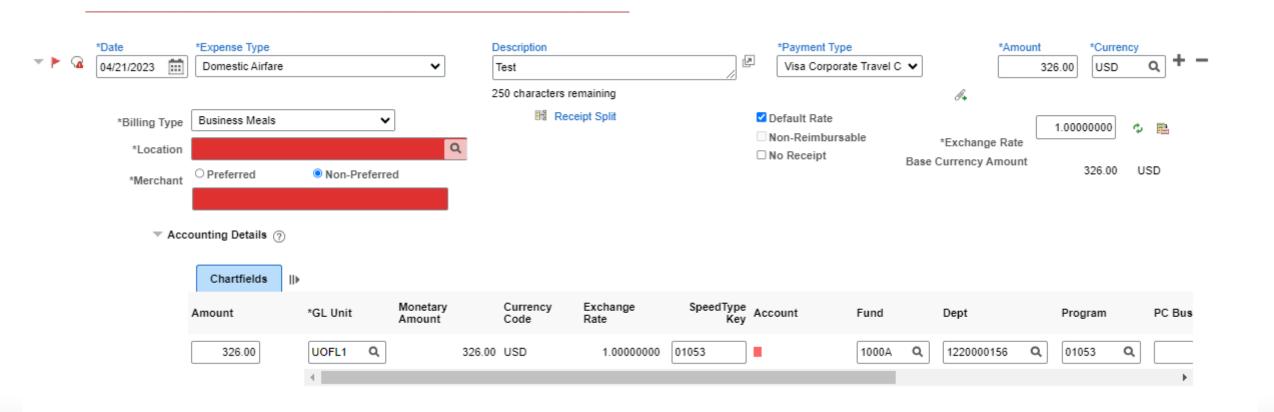




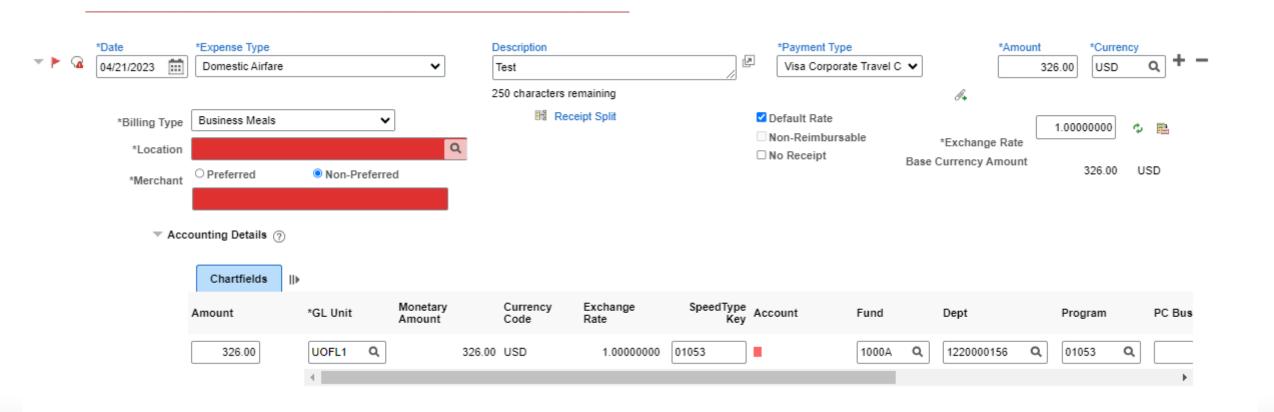




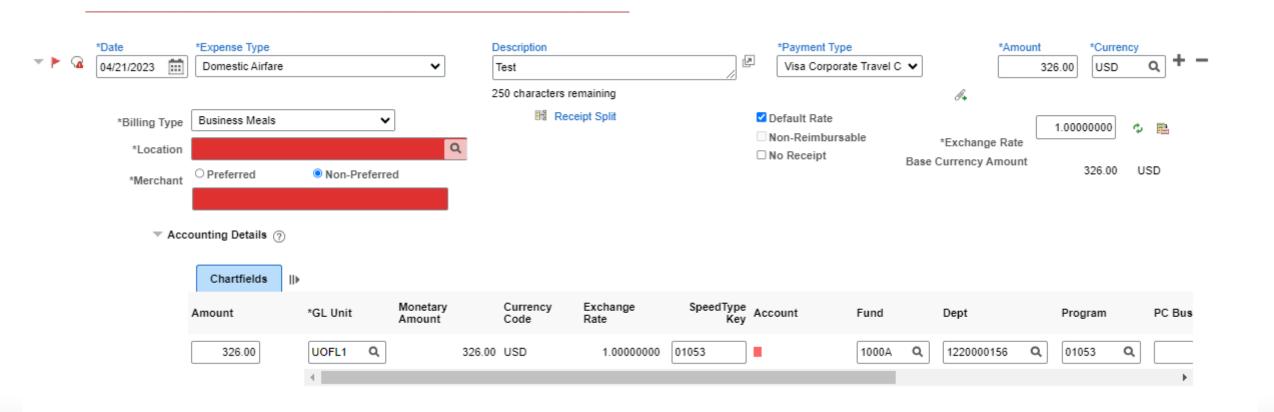




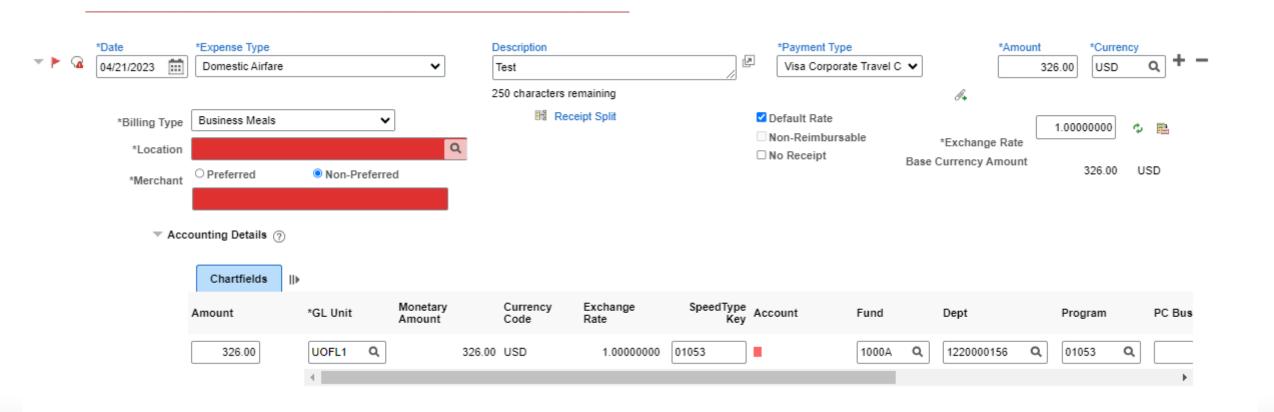




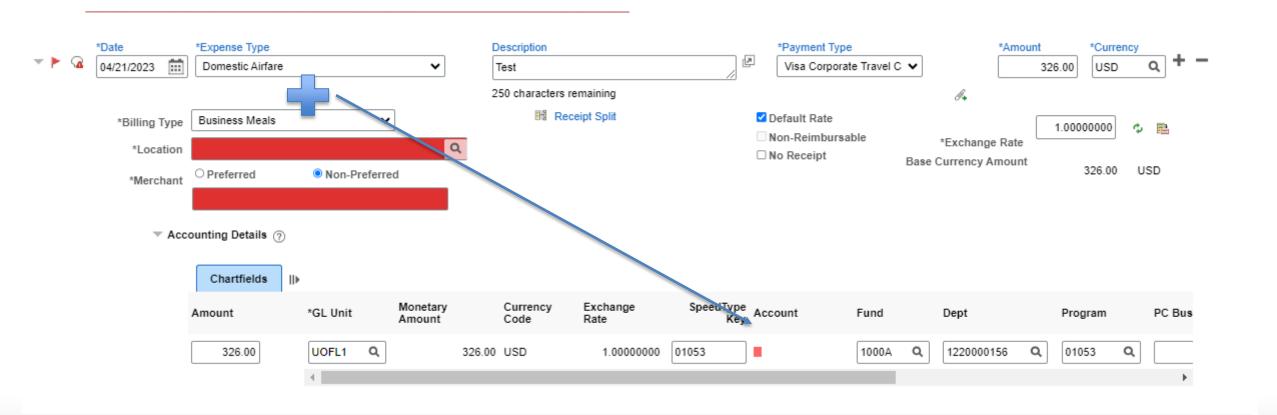






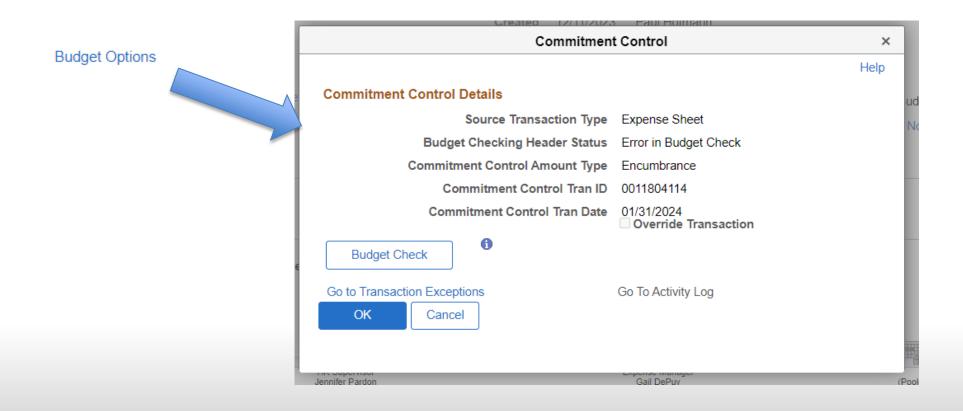








Budget Check

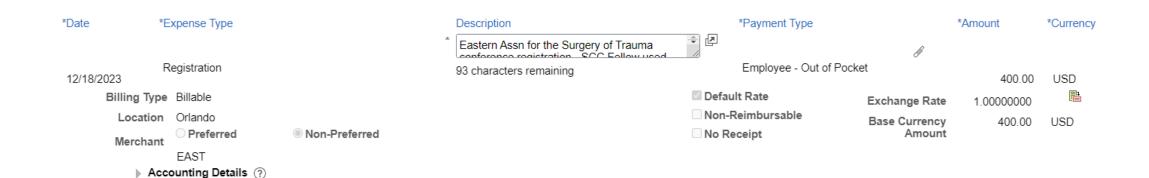






Registration Payment

- Should be paid for by a ProCard or Travel Card. Only!
- This will need an exception granted by the Controller's Office -acctspay@louisville.edu





Hotel Incidentals

- Room service, mini mart, bar, restaurant, coffee or water or snacks
- These are considered part of Per Diem
 - Employee Out-of-Pocket Leave off Hotel line of report
 - Travel Card Deduct from Per Diem amount
 - OR employee must reimburse the university

ROOM CLERK	ADDRESS		PAYMENT					
DATE	REFERENCES		CHARGES	CREDITS				
11/16 11/16 11/16 11/16 11/16 11/17 11/17 11/17 11/17 11/17 11/17 11/17 11/17	DAF FEE OCC TAX TAX 7% ROOM ROOM TAX OCC TAX SUD BAR L'ATELIE IRD-BA DAF FEE OCC TAX TAX 7% ROOM ROOM TAX OCC TAX CCARD-AX	DAF BASE DAF BASE 3821, 2 3821, 2 3821, 2 56123821 65203821 40443821 DAF BASE DAF BASE DAF BASE 3821, 2 3821, 2 3821, 2	42.00 2.52 2.94 416.00 29.12 24.96 1.73 40.59 29.43 42.00 2.52 2.94 336.00 23.52 20.16	breakfast original amt set to \$13.80 / deducted for incide charge / 183 characters remaining Per Diem Deductions	Employee - Out of Pock Default Rate Non-Reimbursable No Receipt	eet Exchange Rate Base Currency Amount	3.80 1.00000000 3.80	USD USD



International Travel

 Provost Approval Needed
 We will send an email to get this information



Your request to travel to Montreal and Quebec, Canada, from July 8 - July 12, 2023, has been received in the International Center.

Your safety is our priority. Before you travel, please review the following resources:

- The State Department's <u>country information</u> and the US Embassy's <u>COVID information</u> pages on your destination. It is your responsibilit
 ensure you have all required travel documents (passport, visa, etc.). <u>Anthony Travel</u> can assist with visa arrangements.
- Airlines may have additional COVID regulations, and they have the sole authority to decide who they allow to board their aircraft. Pleas check with your airline to ensure you follow these regulations.
- 3. The State Department's Travel Advisory (found here or on the country information page) and all CDC notices on your destination.
- 4. The attached "Best Practices for UofL Academics Abroad." This document is based on guidance from the FBI, CIA, and the State Departn
- The Worldwide Caution alert issued by the U.S. Department of State (DOS) on January 15, 2019.
- The <u>Department of Homeland Security</u> (DHS) page on enhanced screening measures implemented in 2017. Devices must be charged at to turn on, otherwise you may be asked to discard them.
- 7. If you are traveling to a country on the OFAC Sanctions list, please note that Duo will block all authentication requests from these locati beginning May 5, 2022. This means that you will be unable to access ULink or any other Duo-protected application. Web-based applicat will display the following error message: "Access denied. Duo Security does not provide services in your current location." Other applications may display a generic failed login message.
- 8. All travelers are strongly encouraged to enroll in the Smart Traveler Enrollment Program (STEP), which allows U.S. citizens to enroll thei with the nearest U.S. embassy.
- 9. Know CISI resources: Call collect at +1 312-935-1703 or email medassist-usa@axa-assistance.us. Please note that 1) CISI provides predeparture medical advice and country-specific intel 2) while CISI services operate 24/7, non-emergency claims may take several hours t processed and 3) should you disregard the instructions you receive or not contact CISI, reimbursement for services used is not guarante any case where the situation warrants, feel free to contact me directly at paul.hofmann@louisville.edu, and I will act as an intermedian you.
- 10. The United States government no longer requires a negative COVID-19 test fly into the country. However, they will periodically reassess requirement, and we recommend having a plan in place in case the situation changes. The CDC still recommends testing 3 days or fewer before travel to the US. Please note that whether the test is required or recommended, the cost is not covered by CISI.

Your request has been approved by the Provost.

Best wishes for a safe and productive trip,



Conference Agenda/Schedule/Pamphlet

- Document attached to verify business purpose for travel
- This also helps identify Per Diem
 - If the conference registration fee includes meals, these should be deducted from per diem

PAS PEDIATRIC ACADEMIC SOCIETIES MEETING 2023 APRIL 27 - MAY 1, 2023 WASHINGTON, D.C.



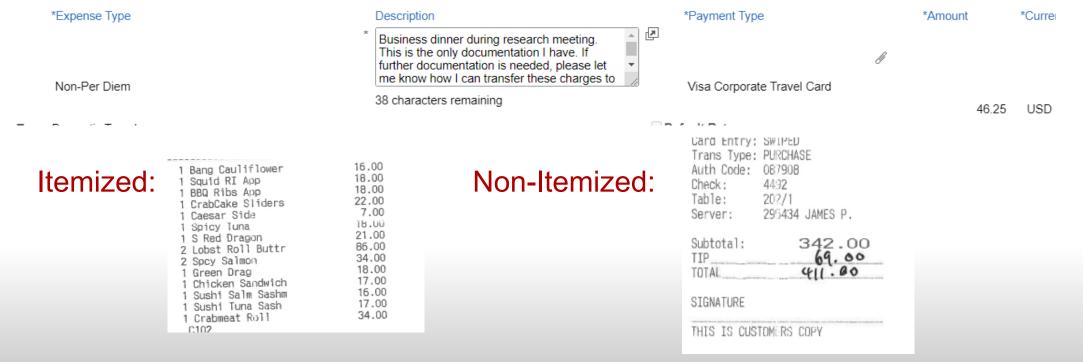
iPlasmaNANO XII Guadeloupe at-a-glance

	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	
Time	Tues	Wed	Thu	Fri	Sat	
7:00-8:45		breakfast	breakfast	breakfast	breakfast	
		Welcome & Program; Gordon				
9:00-9:20		Welcome; Cvelbar	Radovanov	Confer	Aydil	
9:20-9:40		Overview from Ostrikov (Gordon)				
9:40-10:20		Mascher	Chaker	Pai	Lim	
10:20-10:40		coffee	coffee	coffee	coffee	
10:40-11:20		Gries	Barranco	Kovacevic	Gordon	
11:20-12:00	arrival	Vahl	Hamden	Sanchez	iPlasmaNano XIII	
12:00-2:00	arrivar	Lunch @ RdE	Lunch @ RdE	Lunch @ RdE	Lunch @ RdE	
2:00-2:40		Kylian		Berndt		



Business Meals

- Must include:
 - Itemized receipt
 - List of Attendees
 - General description of business discussed





Airfare vs. Driving

- Most economical option
 - Travel via car (over ~300 miles) needs a flight comparison
- Airfare: Economy Required
 - University does not pay for upgrades or amenities
 - Frequent Flyer purchases
 - Blankets, Pillows, Snacks, etc.
 - Purchases made with person rewards points



