

GROUP TRAVEL

Appendix A

An additional guide for

Updated: 25 September 2022

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Introduction

This appendix provides a more comprehensive guide to group travel. These guidelines are followed when all expenses are covered by a group leader, and members do not receive individual reimbursements from the University of Alaska (UA).

Per Diem Allowance

1. The group leader can request a travel advance to cover the per diem for their group members
 - a. Requires Cash Advance enabling before Request is submitted (contact Cash Advance Admin)
 - b. Once enabled, Cash Advance is available on the Request Header
 - c. If the advance is not requested with the trip Request, the group leader can still request one by directly contacting their Cash Advance Admin
2. The group leader can also have Cash Advance enabled on their travel card
 - a. Allows them to use their travel card to withdraw money from an ATM
 - b. This is an option if the cash advance amount does not exceed their card limits
 - c.
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After Travel

1. Complete a Report from the group leader's Request that includes all expenses for the group
2. Lodging
 - a. The group leader's lodging costs are expensed as "Lodging" and itemized accordingly
 - b. The group members' lodging costs are expensed as "Group Lodging"
 - i. If the group leader's lodging is included in the group members' lodging, the entire cost is expensed as "Group Lodging"
 - ii. Use single itemizations to separate any non-lodging costs (e.g. "Per Diem Offset Meal")
 - c. Use Payment Type "Prepaid by University" to document lodging paid on a ProCard or through Procurement
3. Per Diem Allowance
 - a. If the group leader distributes cash per diem to the group members, use Expense Type "Group Per Diem" to document the amount(s) provided
 - i. Requires a sign off sheet specifying the amount of cash disbursement received by each group member
 - ii. Limited to the allowable per diem for each group member at the business location rate
 - iii. Cannot exceed the total from the sign off sheet
 - b. The group leader's per diem is applied via Expenses & Adjustments in the Travel Allowance, instead of included in

Sign Off Sheet –Per Diem

Group Leader, _____ on Request ID _____ handed out cash Per Diem in the amounts listed below. I am not due any further reimbursements from the University of Alaska.

Print Name