**T&E tips**

The University-paid employee reimbursement system, most commonly called the T&E system, has been around for a couple of years now. We know employees have enjoyed the main benefit, getting reimbursed much more quickly! Below are a few tips on what to include in your expense report (ER) to shorten the approval process.

- **Communicate!** Don’t assume that the approver will know about your trip and even if they did, typically they can’t change parts of your ER for you. If it isn’t in a comment box or built into the T&E system, it can’t be approved.

- **Check your funding** in the Accounting Defaults link before you start to create expense lines. Contact your supervisor or the person who approved your travel if you don’t know what the funding should be.

- **Mileage** can be a little tricky unless you know a couple of basic tricks. Please keep in mind that if you use the mileage log method, these mileage tips won’t be needed.
  - Mileage all in one day should only be entered on one mileage line. If a round trip, in the comments put the town & state you traveled to, the business purpose, and the words “round trip”(or RT). If a one-way trip, it is the same as a round trip except you can use the location boxes in the mileage line to designate your original town/state and your destination town/state.
  - If you have a trip where the mileage to & from were on different days, the mileage should be split into two mileage lines in the T&E system.

- **Hotel** entry requires that you go thru the Itemize Hotel Bill wizard link in the Detail screen. All taxes and fees should be added together and entered in the Room Tax box in the Room Charge screen. Once you get to the end of the wizard, you should see a Congratulations screen. Hit the Done button and you have made it through!
• **Meals** give you three scenarios to be eligible for reimbursement.
  o **Per diem meals** are only for overnight travel and the amount is based on when you left on your trip and when you got back. Days that you are on the trip but are not the start or end days, the default start/end times in the T&E system are left as they are. Any meals provided by the hotel, University directly paid or provided by a conference you are attending should be removed by checking the appropriate meals in the Per Diem Deduction link. To show you stayed overnight and are therefore eligible for per diem meals, either you should have hotel charges in your ER or in the comments explain how your overnight stay was handled.
  o **Business meals** are for discussing University business with someone else over a meal. Typically it won’t be with other employees unless you were in a meeting or training that went through the meal period.
  o **Extended work day meals** are the hardest to explain. These are meals that don’t fall under the other two scenarios and are because of an event that falls outside of your assigned duties and/or location, your work day has been greatly expanded. This can be tricky for employees that don’t have a 9-to-5 work day. When putting this on your expense report, please put your day’s start & end time and what the event was that caused your day to be extended. By IRS regulations, the usage of the extended work day meal reimbursement can’t be “routine”.

• **T&E reimbursement** is for any University-employee reimbursement paid with University funds, travel or otherwise, and is direct deposited to the same bank account as your payroll. Look at our [T&E website](#) for instructions on how you can set up your T&E reimbursement to go do a different bank account if you prefer.
• **Know the status of your ER** by checking your Review Expense History link. “Pending” means you still have the ER to edit and it is not on the approver’s electronic desk in the T&E system. “Submitted” means that the ER is now on the approver’s T&E electronic desk and you can no longer edit it. If you think you missed something on your ER and need to get it back to edit, contact the approver or your fiscal contact.

We hope these tips will help make the T&E process more streamlined for you. For this and more, please check out our T&E website especially the Quick Reference Guides if you know a specific area you are stuck on.

*Your friendly AMT-Fiscal Staff*