

Elimination of Total Trip Accounting

January 9, 2025

Agenda

- Total Trip Accounting elimination overview
- What is changing?
- Expense report specifics
- Considerations for P-card approvers
- Travel Policy review
- Q&A

What is Total Trip Accounting?

- The process of calculating and recording all expenses associated with a complete business trip, including airfare, lodging, meals, ground transportation, and any other related costs, essentially providing a comprehensive overview of the total cost of a single travel journey for an employee.
- Requirement to include ALL travel expenses, regardless of payment mechanism, in 1 single expense report.

Why is Total Trip Accounting being eliminated?

- To prepare for Workday go-live in July
- After Workday go-live, regardless of payment mechanism (p-card, corporate/shared liability card, personal credit card/funds) all transactions will be reconciled in Workday Expense. Total Trip Accounting will no longer be necessary.

Total Trip Accounting - Overview

- As part of the Universities of Wisconsin's transition to Workday on July 7, 2025, UW-Whitewater has eliminated the practice of Total Trip Accounting, effective January 1, 2025.
- UW Shared Services Travel and Expense Auditors will no longer be auditing expense reports for Total Travel Accounting as of January 1, 2025, even if the trip occurred ahead of the effective date.

What is changing/What this means for you

- Expenses paid on a UW Purchasing Card (p-card) no longer need to be included on expense reports
- Prepaid expenses (e.g., airfare, conference registration fees, hotel deposits) can be reimbursed prior to travel
- Multiple expense reports for a single trip will be allowed—one before travel to reimburse prepaid items, and a second after the trip for remaining expenses
- US Bank Corporate Card (aka Shared liability card) purchases can be paid directly to US Bank by UW by selecting 'US Bank Corporate Card' as the reimbursement method in the expense report
- Note: 60-day late fee rule still applies to the Shared Liability/Corporate Card
 - It can take 2+ weeks for expense reports to get approved and another 5-10 days for US Bank to receive payment from UW.
 - If you are concerned about late fees due to the turnaround time of the expense report, you will need to pay your card personally and submit the reimbursement as 'personal funds'.
- As of January 1, 2025, Travel Authorizations (TA's) in SFS will no longer be required at the campus level for overnight trips
 - Note: Travel Authorizations may still be required by departments

Expense Report Specifics

- P-card purchases no longer need to be included in expense reports. However, if travelers/alternates choose to include them, auditors will review and supporting documentation/receipts will be required.
- Travel Auditors may ask for proof of air travel or overnight stay to approve other expenses related to the trip
- Since multiple expense reports will be allowed for a single trip, it's helpful to cross reference TER #'s in the justification section
- The UW will pay US Bank directly for those expenses marked 'US Bank Corporate Card' as the Reimbursement Method. Travelers may obtain reimbursement prior to travel for any prepaid expenses such as airfare, lodging, registration fees, etc.
- US Bank Corporate Card/Shared Liability Card transactions can be pulled into the expense report through 'My Wallet'. Expenses pulled from My Wallet, will default Reimbursement Method as US Bank Corporate Card. This cannot be changed. The expense date will reflect the date the transaction posted to US Bank and cannot be changed. The amount cannot be changed. Ensure the correct Expense Type is utilized.
- US Bank Corporate Card/Shared Liability Card transactions can be added to the report manually. Travelers should select US Bank Corporate Card as the reimbursement method if they wish to have the UW pay US Bank directly.

Airfare - 01/01/2025

*Date 01/01/2025

*Expense Type Airfare

Description Delta ticket

Payment Details

*Reimbursement Method US Bank Corporate Card

*Amount 396.26 USD

Merchant

This Expense Line Requires a Receipt

Considerations for P-card approvers

- With p-card purchases no longer being included on expense reports/audited to by UW Shared Services, verifying travel policy compliance when approving p-card purchases will be imperative.
- It will be important to understand travel policy and know where to find travel policy resources
 - [UW TravelWise](#)
 - [UW Travel Policies](#)
- Ensure no charges are personal or part personal in nature

Travel Policy Overview for p-card approvers

- Air fare
 - Verify that ticket was booked through Concur or with a contracted travel agency (Fox or Shorts)
 - Invoice receipt must be from Fox World Travel or Short's Travel
 - Verify airfare was booked to coincide with business travel dates.
 - Flying 1 day prior to business for domestic or 2 days prior to business for int'l travel is allowed
 - Returning 1 day after business is allowed for both domestic and int'l
 - Ensure valid [cost comparison](#) is provided if personal days were added to business trip

Travel Policy Overview for p-card approvers

- Lodging
 - Ensure hotel was booked via approved method
 - Concur
 - Contracted Travel Agency (Fox or Short's)
 - Directly with hotel
 - Directly through conference
 - 3rd party websites are not allowed
 - If applicable, ensure taxes are removed
 - Make sure receipt meets all [UW receipting requirements](#)
 - Verify rate is within UW rate max for location/date
 - Ok to exceed UW rate max allowance, if staying at an approved conference hotel. Documentation required.
 - Use [Lodging and Meal per diem calculator](#) to determine rate

Travel Policy Overview for p-card approvers

- Rental Vehicle
 - National, Enterprise or Hertz are approved contracted vendors
 - Rental agreement must be attached
 - Must ensure UW contract is applied to rental
 - No 3rd party website bookings
- Meals
 - **Personal meals** are paid via daily per diems and should never be paid for with a p-card
 - **Hosted meals**
 - Itemized receipts are required
 - Must stay within UW hosted meal maximums, inclusive of gratuity and service charges
 - No alcohol is allowed
 - Check for tax exemption

Q & A