

Gatton Travel: Common Mistakes

Common mistakes made by travelers, which could result in the traveler not being reimbursed or needing an Exception to Business Procedures.

- Itemized Receipts:
 - Any receipt, whether a Procard receipt or a receipt being submitted for reimbursement, must be itemized.
 - Must include the vendor's name, item description, quantity, price, and transaction date.
 - Reimbursements must be requested within 60 days of expense of last day of travel.

- Cost Comparison:
 - Several different scenarios when cost comparison is required.
 - Personal Time
 - Comparison through Concur, AAA or Avant Travel must be secured on the same day as the ticket purchase for what the airfare would cost if the traveler were only flying on official UK business.
 - For Concur, ensure business-only travel search parameters are used based on the beginning/ending date and time.
 - Ensure the print date shows the cost comparison. It is best to run the cost comparison from Concur and then "print to Adobe", and then save the PDF the way the date stamp will show.
 - For AAA or Avant Travel, email must show the hypothetical itinerary/airfare that the traveler would choose for official University business travel.
 - If a cost comparison is not secured, then a Request for a Historical Airfare Cost Comparison form must be completed.
 - Non-Workstation Originating Airport
 - Comparison through Concur, AAA or Avant Travel must be secured on the same day as the ticket purchase for what the airfare would cost if the traveler were only flying on official UK business from one of the three airports approved.
 - These include LEX Bluegrass Airport, CVG Cincinnati/Northern Kentucky International Airport and SDF Louisville Muhammad Ali International Airport.
 - For Concur, ensure business-only travel search parameters are used based on the beginning/ending date and time.
 - Ensure the print date shows the cost comparison. It is best to run the cost comparison from Concur and then "print to Adobe", and then save the PDF the way the date stamp will show.
 - For AAA or Avant Travel, email must show the hypothetical itinerary/airfare that the traveler would choose for official University business travel.

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 - Drive >500 miles One-Way
 - Chooses to drive a personal vehicle or rental car over 500 miles one-way to the business destination, an airfare cost comparison and an Air versus Auto Travel Expense form must be completed.
 - Airfare cost comparison should be run at least three weeks prior to the start of travel, or as soon as the need for travel is known if inside of three weeks.
 - For Concur, ensure business-only travel search parameters are used based on the beginning/ending date and time.
 - Ensure the print date shows the cost comparison. It is best to run the cost comparison from Concur and then “print to Adobe”, and then save the PDF the way the date stamp will show.
 - For AAA or Avant Travel, email must show the hypothetical itinerary/airfare that the traveler would choose for official University business travel.
 - If a cost comparison is not secured, then a Request for a Historical Airfare Cost Comparison form must be completed.
 - Bringing additional guests in lodging
 - If you rent an Airbnb or VRBO, and there are additional houseguests staying, then a quote needs to be obtained showing the price with only one guest.
- Procard Misuse:
 - Room Service purchases should be separated from the main bill and paid with personal funds.
- Must use UK vendors for International Airfare
 - Any international flights, UK vendors must be used. These include Concur, AAA or Avant Travel.