

BEFORE AND AFTER TRAVEL INSTRUCTIONS FOR HAS

A few reminders and helpful links regarding travel for **university business purposes**.

Before Travel:

Before you travel (over 35 miles from Campus) on UArizona business (even if it's being paid for by another entity), you'll need to complete a [Travel Authorization Form](#).

- Download a new Travel Authorization Form (TAF) each time because each form creates a unique T-number.
- Complete the form (see a sample [here](#)), then save your form on your computer using T-number.
- To begin the routing process for electronic approval, click on that Adobe Sign icon at the bottom of the form.
- Log in using your UA credentials.
- Under Recipient enter Cindy Barnett's email (barnettc@arizona.edu) as Auth Dept. Approver/PI (see screenshot below).
- Next, attach your saved TAF under the Files heading (see screenshot below).
- The final step is to hit the submit button.

Travel Authorization

How this workflow works?
Please enter the appropriate email addresses in the fields provided as well as upload the completed Travel Authorization and any additional documentation.

Send from: Default Group (Primary Group) more ▾

Recipients

Auth Dept Approver/PI. *

<input checked="" type="checkbox"/>	<input type="text" value="barnettc@arizona.edu"/>	<input type="button" value="Email"/>	<input type="button" value="Message"/>
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Fund Approver (if different)

<input checked="" type="checkbox"/>	<input type="text" value="Enter recipient email"/>	<input type="button" value="Email"/>	<input type="button" value="Message"/>
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Travel Advance Payee

<input type="button" value="Add"/>	<input type="text" value="Enter recipient email"/>	<input type="button" value="Email"/>	<input type="button" value="Message"/>
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CC | [Hide](#)

Cc

<input type="text" value="documentimagingteam@fso.arizona.edu"/>	<input type="button" value="X"/>
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Document Name *

<input type="text" value="Travel Authorization"/>	Options ?
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Set Reminder

Message *

Please review and approve this Travel Authorization. Please direct any questions to the Traveler or the department business office.

Files

<input type="text" value="Travel Authorization *"/>	<input type="button" value="Add File"/>
Travel Itinerary (Optional)	<input type="button" value="Add File"/>
Addl Document (Optional)	<input type="button" value="Add File"/>

International Travel

If you are traveling internationally, there is also a link on the Travel Authorization form for the International Travel Registry. This link will take you to another website to complete more information. Please note, if you are traveling internationally, the UA Travel Office requests you submit the international travel information **at least 30 days before your travel**.

Pcard Use for Travel

The HAS department P-card can also be used for some business expenses, so that you don't have to pay out of pocket. The p-card can be checked out from Erma Santander (ermasan@arizona.edu) and may be used for Flights, Abstract submissions, Conference/Meeting Registrations, Shuttle Services, and more.

Reimbursements Prior to your Travel Date

If you pay out of pocket for expenses related to your travel prior to your trip (for example airfare, registration or abstract fees), you do not need to wait until your travel is complete to receive reimbursement. We can process a partial reimbursement before your travel date. However, using the pcard for these purchases are preferable as it is convenient for you as well as the business office.

After Travel:

When you return, please complete a [HAS Department Travel Expense Report worksheet \(found here\)](#) with all the expenses for which you are requesting reimbursement. **UA policy requires that we process reimbursements within 90 days from your return date otherwise your travel amount becomes taxable income.** You will notice some fields are not fillable and have an asterisk next to them, this means the business office will complete these sections. This includes per diem for meals, as we calculate this based on changing factors. Once you have completed this worksheet, send it along with your receipts to Kathy Varin at kvarin@arizona.edu. Please submit your receipts as paper or as scanned pdfs. Please do not send screenshots.

General Info:

***Parking** used for travel should be the most economically available and UA recommends the following parking for TUS and PHX airports: Airport parking will be reimbursed for the most economical daily/weekly rate for reasonable parking expenses incurred by the traveler. Parking inside the Tucson International Airport is not authorized as the most economical and the recommended Arizona airport parking facilities include:

- a. Tucson:
 - 6448 and 6550 S Tucson Blvd, Tucson AZ, 520-294-9000
- b. Phoenix:
 - [The Parking Spot](#) (Company code: Stat1898)
 - 4040 E Van Buren St, Phoenix AZ, 602-286-9212
 - 3025 S 48th St, Phoenix AZ, 602-244-8888

***Tips** and gratuity for travel and general expense reimbursements shall not exceed 20% of the total bill, not including taxes (for meals and taxis/Ubers/Lyfts, etc): Meal receipts should be reviewed for tips exceeding industry standards (between fifteen (15%) – twenty (20%) percent of the total bill). Tips exceeding the industry standards should be recalculated and the reimbursement reduced accordingly.

***Meal Per Diem** is completed by the business office when processing the travel reimbursement and is calculated by the location you are traveling to and the dates you are there. The rates for the United States are listed [here](#), and international rates can be found [here](#). It is not necessary to save individual meal receipts during travel.

***Personal travel days** directly before or after business travel are allowable if we have a comparable flight cost that shows the amount the travel would cost if you were to not include the personal dates. Please print out airflight costs if you were to attend the travel with no personal days and include this with your travel reimbursement request. You will be reimbursed for the lesser amount if the extra days of travel cost more than the dates without personal travel. Extra lodging days, meals, ground transportation, etc., are not reimbursable during personal use time.

***Driving** a personal vehicle/UA motor pool vehicle is allowable for travel, and you may request either mileage reimbursement (62.5 cents per mile) OR fuel reimbursement with receipts. If you choose to drive rather than fly, please provide a printout of a comparable flight cost and you will be reimbursed for whichever is the lesser amount, the flight, or the mileage/fuel costs.

***Driving to the Airport**

If you are requesting reimbursement for driving to/from Tucson International Airport, you can only claim mileage from your duty post which is the Harshbarger location (1122 E. James Rogers Way), and not your home address.

Please feel free to contact the business office if you have any questions. For more helpful policies and procedures related to travel, please visit [UArizona FSO Travel website](#).