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From: FAST project financial application news [FAST-FINANCIAL@LISTSERV.UH.EDU] on behalf of Glisson, Michael T [MTGlisson@central.uh.edu]
Sent: Tuesday, April 19, 2005 5:16 PM
To: FAST-FINANCIAL@LISTSERV.UH.EDU
Subject: Account 54807 - Non-Overnight Transportation Expenses

This email is being sent to the FAST-Financial Listserv for wider distribution but only applies to UH and UHSA departments.

The February 2005 Finance and Payroll Notes and News newsletter included an article about account 54807, Non-Overnight Transportation Expenses, which are defined as mileage, parking, and toll expenses associated with non-overnight travel in a personal vehicle. The article said to select PCC 1 on vouchers with 54807, like vouchers for other travel expenses, so they would be routed to the AP travel audit group for review. Non-travel vouchers have PCC 9 and are approved by the AP purchase voucher audit group.

However, we've found that this is causing complications in processing the voucher, primarily because other non-travel expenses (business meals, office supplies, etc.) are frequently included on the same reimbursement voucher as non-overnight transportation. Rather than ask departments to create a separate voucher for non-overnight transportation, we would like to return to the previous procedure of using PCC 9 on vouchers with 54807 to speed up processing.

Quick Facts about Account 54807

- Defined as mileage, parking, and tolls for non-overnight transportation in a personal vehicle
- Includes intercity mileage and/or mileage to another city or state, as long as you return on the same day
- Not a "travel" expense and does not require a travel request
- Use PCC 9 (default) on the voucher
- Backup required is mileage log or equivalent (Map Quest, etc.), and itemization of parking and tolls
- Traveler and supervisor/unit head must sign voucher or backup
- Other non-travel expenses can be included on the same voucher

Examples

Scenario 1: Employee rents a car to drive to Austin for a meeting and returns to Houston on the same day. Expenses to be reimbursed include rental car, gasoline, parking, and tolls.

- Use account 56101 (in-state employee-paid public transportation) for the rental car and 56104 (in-state incidentals) for the gasoline, parking, and tolls. A travel request and a travel voucher/travel expense report are required. Use PCC 1 on the voucher.

Scenario 2: Employee drives to the airport, flies to Dallas for a meeting, and returns on the same day. Airfare was direct billed to the department travel card. Expenses to be reimbursed include mileage to/from airport, airport parking, and taxi in Dallas.

- Use account 56000 (in-state university-paid public transportation) for the airfare. Use account 56101 (in-state employee-paid public transportation) for the taxi, 56102 (in-state mileage) for the mileage, and 56104 (in-state incidentals) for the parking. A travel request and a travel voucher/travel expense report are required. Use PCC 1 on the voucher.

Scenario 3: Employee drives his/her personal vehicle to San Antonio for a meeting and returns on the same day. He/she also drove to various meetings in the Houston area over the past couple of months. Expenses to be reimbursed include mileage to/from San Antonio, intercity mileage in Houston, parking, tolls, and a business meal.

- Use account 54807 (non-overnight transportation) for the mileage, parking, and tolls and account 54905 (business meals) for the business meal on the same voucher. A travel request and travel voucher/travel expense report are not required. Use PCC 9 on the voucher.

If you have any questions, please contact Priya Chityala in Accounts Payable at x38707.

Thanks.

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