“DuckWeb”
Electronic Travel Reimbursement Form

https://testweb.uoregon.edu

Logon ID: TRAVL00xx  xx=number on your computer

PAC: 456abc

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BAO travel web site:  http://ba.uoregon.edu/staff/travel
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Travel Certification Program

Unpublished

Travel Certification
The Business Affairs Office (BAO) offers travel certification to travel coordinators who would like to review, process, and invoice travel reimbursements for their department. Travel Certification requires that the department travel coordinator successfully complete a training program and reimbursement review phase. There are three levels of certification available:

- Mileage Only
- In State Travel and Mileage
- Out of State Travel, In State Travel and Mileage

Training
Travel Coordinator Training to process travel reimbursements
Training to learn how to process travel reimbursements includes two half day classes conducted by the Business Affairs (BAO) Travel Office staff. The first class is an overview of IRS, OUS and UO travel policy. The second class provides instruction on how to use the Duckweb travel reimbursement form and is followed by a quiz. Upon completion of the two classes, the travel coordinator has access to the Duckweb form in order to complete reimbursements for his/her department. During the training period, the reimbursement is forwarded to the Travel Office for review and invoice completion:

- Send the travel reimbursement coversheet with original claimant signature, along with original receipts and backup documentation to the Travel Office.
- Keep copies for your files. Original documents are retained by the invoicing office.
- Forward the electronic form to the Travel Office queue for review.

Travel Certifier Training to process and complete invoicing of travel reimbursements
The training period requires that the coordinator process a sizeable number of travel reimbursements for a variety of travel scenarios to get experience in applying a broad array of travel policy. The travel coordinator also needs to graduate from Banner invoice training prior to certification. With an 85% or higher accuracy rate demonstrated and their department head’s approval, the travel coordinator will be given authority to invoice their department’s travel reimbursements in one or more of the three levels. A travel certifier always has the option of forwarding any document to the Travel Office for review and approval. All international reimbursements are forwarded to the Travel Office for processing.

If you are interested in a review of your travel reimbursements to see if you qualify to become a Travel Certifier, please contact the Travel Manager 6-3158.
Travel Certifier Responsibilities
The certified travel coordinator is responsible to follow all IRS, OUS and UO travel policy, rules and regulations applicable to travel reimbursements.

Travel Certification Limitations
- An updated Travel Certification Agreement must be completed every two years.
- Travel certification does not transfer to other departments. Should a travel certifier change departments, their certification is relinquished until the completion of a new review phase.
- Travel Certifiers should make every effort to attend educational opportunities provided by the Travel Office.
- If a certifier's reimbursement activity declines to less than six transactions per year, the travel office will review activity to determine whether the travel certifier retains their certification.

Post Transaction Review
The Business Affairs (BAO) Travel Office will conduct post transaction reviews of randomly selected paid travel reimbursements, based on selection criteria. The department will provide the Travel Office the original documentation for the completed reimbursement selected for review. If it is determined that a traveler must pay back an overpayment that is identified through the post review process, the travel certifier is responsible to collect the overpayment. The sanctions process for noncompliance with UO and OUS travel policies is detailed on the Travel Sanctions Policy [3].

Frequently Asked Questions

What is the Duckweb Travel reimbursement form?
The Duckweb form is used to reimburse business travel expenses to an individual.

DuckWeb Travel form features:
- Built-in meal and hotel per diems
- Automatic calculations
- "Claiming Only" option
- Automatic Banner invoice creation for certified users.

Should your department choose, individual travelers can be given access to the Duckweb travel form. After they have entered their expenses, the form and documentation are forwarded to their department travel coordinator for review and processing.

The Duckweb form can be used as a handy tool for estimating travel expenses when planning a trip. Simply fill in the appropriate city and dates and the form will calculate an estimated cost for meal and lodging expenses.

Do I have become Travel Certified to use the on-line reimbursement form?
No, you can begin to use the Duckweb travel form once you attend the travel training classes. Use the Duckweb form to record the expenses and organize your documents. Print the signed Duckweb form, be sure to make copies for yourself and forward the original documents to the Travel Office for review and invoicing.
How can I become Travel Certified?

To become travel certified to personally invoice travel reimbursements, travel coordinators complete the following steps:

1. Take Travel Training conducted by the BAO Travel Office staff.
2. Complete and pass the travel quiz
3. Complete travel reimbursements using the Duckweb travel form and forward documentation to the Travel Office for review during the Training Period.
4. Complete Banner invoice training
5. Score 85% accuracy or higher on reimbursements. It is possible to be certified to invoice Mileage Only reimbursements and send other travel types to the Travel Office as you continue to work toward certification for In State and Out of State travel.

[4]

How long is the training period?
The training period is based on your test score, the number of reimbursements completed, and the number and seriousness of errors made. The travel office keeps track of review findings in a database. If you process a large number of travel reimbursements you may qualify for certification within a few months. For departments with fewer travel reimbursements, it may take longer to qualify for travel certification. You may be certified to invoice Mileage Only reimbursements while continuing to work toward the accuracy goal for In State and Out of State travel reimbursements.

Once I'm certified to approve travel reimbursements, will the Travel Office review my documents?
Yes. The Business Affairs (BAO) Travel Office will conduct post transaction reviews of randomly selected paid travel reimbursements based on selection criteria. The department will provide to the Travel Office the original documentation for those reimbursements selected. If it is determined that a traveler must pay back an overpayment that is identified through the post review process, the travel certifier is responsible to collect the overpayment. The process for noncompliance with UO and FASOM travel policies is detailed in the Travel Sanctions Policy. [5]

[5]

Is it necessary to become Travel Certified?
No one needs to become certified in order to complete travel reimbursements. Certification is entirely optional. A travel coordinator can complete travel reimbursement paperwork and continue to forward the documents to the travel office for review and final invoicing.

Last Updated: January 21st, 2014

Source URL: http://ba.uoregon.edu/staff/travel-certification-program

Links:
[1] http://ba.uoregon.edu/category/role/staff
TR01 Travel Sanctions Policy

Effective 15 Jan 2003           Last Revised 15 Jan 2014

Who Should Read This Policy
Certified Travel Coordinators and their Unit Administrators.

Background & Purpose
After successful completion of the training process a travel coordinator may choose, with the department head approval, to be certified to process and approve certain travel reimbursements at the department level and retain all documentation.

The department head and certified travel coordinator are responsible to follow all rules and regulations applicable to travel. The Business Affairs Office (BAO) travel department will conduct monthly post transaction reviews of selected paid travel reimbursements. This policy describes the sanctions process for improper reimbursements identified during these post transaction reviews.

Policy
The UO Travel Manager shall have the authority to evaluate violations and impose consequences for improper travel expenditures and reimbursements approved by certified department travel coordinators.

Authority
The Director of Business Affairs has authority for administering this policy and has delegated its implementation to the UO Travel Manager.

References
UO Travel Administration (Policy and Procedures)
http://ba.uoregon.edu/staff/travel

OUS FASOM 11 - Travel
http://www.ous.edu/dept/cont-div/fpm/trav-95-100

Related Procedures
BAO Travel Office department will conduct periodic reviews of selected travel reimbursements.

BAO Travel Office department will contact the certified department travel coordinator on questioned transactions or procedures.

If the questioned transaction is in violation of travel policies, BAO Travel Office department will document the results of follow-up and the Travel Manager will determine the appropriate course of action.
In determining the appropriate course of action the Travel Manager will consider the following types of questions:

- Have there been similar violations previously?
- Have there been violations of a different nature previously?
- Is the travel certifier aware the expenditure violates travel policies?
- What actions if any has the travel certifier taken regarding the violation?
- What is the nature of the violation?

Potential courses of action taken by the Travel Manager may include but are not limited to the following:

- E-mail or written notification to the travel certifier identifying the violation and providing an explanation or clarification of the policy. If the Travel Manager has knowledge that violations have occurred in the past, the e-mail will reflect that information.
- A copy of the email to the travel certifier’s supervisor.
- A copy to the traveler.
- Invitation to attend a new training session (optional).
- Requirement to attend a new training.
- Restrictions or removal of authority to process travel reimbursements.
- Notification to appropriate university authorities.

Contact
For questions contact the Travel Manager at 346-3158
Business Affairs

Travel Procedures Quick Reference

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Airfare

- Airfare may be purchased from one of the four contract agencies and charged to UO.
  - Authorized airfare request required.
  - First class airfare not allowed under any circumstances.
- Airfare may be purchased from other sources such as internet, other agencies, or direct from airline.
  - Use UO departmental procurement card, purchase order, UO corporate travel card, or personal credit card.
  - Corporate card and personal credit card reimbursed after travel commence.
- Purchasing rules apply.
- Federally funded grants must use US flag carriers per the Fly America Act.
- Comparison airfare quotes are required when combining business and personal travel, adding additional days for cost saving purposes, and when using non-direct routes.

Transportation by Personal Car

- When driving for personal reasons, if airfare in lieu of mileage is most economical it should be used.
- Mileage expenses not reimbursed on a borrowed vehicle, gas receipts ok.
- Must have personal automobile liability insurance to provide primary coverage.
- When a trip starts, or ends, at the employee’s residence, use the shorter of the residence-to-destination and official-station-to-destination distances.
  - If driving to Eugene airport, 10 miles allowed each way.
  - If being dropped off, 20 miles allowed each way.

Transportation by Rental Car

- Compact or Economy car rate normally required.
- Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) is required except when using the state contracts with Enterprise Rent a Car, National, Hertz or when using the corporate travel card.
- State has contract with Enterprise, National and Hertz. If these contracts are used they will take full responsibility for the entire risk of loss or damage.
- Other types of insurance are not reimbursable.
- Actual cost of gasoline may be reimbursed.
- When driving for personal reasons, if airfare in lieu of mileage is the most economical it should be used.

Meals

- 1st day, 100% per diem if before 7am.
- 1st day, lunch and dinner - 7am to 12:59pm
- 1st day, dinner - 1pm and after.
- Last day, 100% per diem if after 6pm.
- Last day, breakfast and lunch - 12 noon to 5:59pm
- Last day, breakfast prior to 12 noon
- Breakfast and/or dinner may be paid on a one day trip based on the hours worked. These meals are taxable.

Lodging

- Lodging receipts are required for all commercial lodging. The maximum that can be reimbursed is the per diem rate unless it is a conference hotel. (Documentation is required indicating the conference rate)
- No overnight lodging if traveler’s home base is within 50 miles.
- Taxes on lodging may be reimbursed as a miscellaneous expense, when claiming per diem, for the continental US, Hawaii, Alaska, and US Possessions.

Conferences

- When combining personal travel with UO business travel, payment will be based on the least expensive and reasonable means of transportation, and the meal and lodging per diem to which the traveler would have been entitled to while...
Traveling. Travel time is generally limited to one day before and one day after the dates of the conference/meeting. Business purpose should be documented for any additional days.

- Must include conference brochure showing dates, agenda and any meals. Also include conference hotel and rate.
- Lodging expenses must be per diem.
- Receipts required for conference meals over per diem, conference hotels, phone calls and other misc. $25.00 and over.
- If paid by traveler cannot be reimbursed until travel complete.
- Social/recreational activities usually not reimbursable. If the traveler believes they should be reimbursed, they should include a justification with reimbursement documentation.

more detail [http://ba.uoregon.edu/Content/travel-procedures-quick-reference]

Miscellaneous Expenses, Normally Reimbursed

- ATM cash advance fee, & cost of purchasing traveler's checks.
- Passport and visa expenses.
- Taxi/limo fares (no tips).
- Bridge/ferry tolls & parking fees.
- Business calls (must be itemized by date and person called).
- Personal calls, one every other day of a reasonable amount and length.
- Airfare change fees if made for business reasons.
- Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) insurance on car rental.
- Airline baggage fees with explanation for more than 1 bag.

more detail [http://ba.uoregon.edu/Content/travel-procedures-quick-reference]

Miscellaneous Expenses, Not Reimbursed

- Home to office travel.
- Deviations from most direct route, unless justified.
- Expenses related to spouse or family member accompanying traveler.
- Insurance on airfare or car rental insurance other than Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW).
- Tips/gratuity.
- Laundry.
- Meal per diem when meals provided at a hosted function (e.g. meals included in a conference registration fee).

more detail [http://ba.uoregon.edu/Content/travel-procedures-quick-reference]

Travel Reimbursement Documentation/Receipts

- Cannot be filed before the trip is complete, should be filed in a reasonable period of time. (IRS defines reasonable as 60 days)
- Must be signed by someone in department authorized to sign.
- If receipt not in traveler's name, must document they paid the expense.
- Original receipts required, copies allowed with justifications in rare situations.
- Credit card receipts usually not accepted unless it shows itemized purchases.
- Airfare receipt required when using personal credit card or UO corporate travel card.
- Receipts not required for meals claimed at per diem rates, phone calls and other misc. under $25 and taxis, buses or limos under $75.
- Receipts required for lodging.

more detail [http://ba.uoregon.edu/Content/travel-procedures-quick-reference]

Independent Contractors

- Three options exist to pay travel expenses for independent contractors.
  - Option 1 is recommended. Option 2 & 3 should only be used when evidence for independent contractor status is obvious.
  - Option 1 - Lump Sum Payment, do not collect receipts from contractor.
  - Option 2 - Travel Expenses paid by contractor, reimbursement made by UO.
  - Option 3 - Travel Expenses paid by UO directly to vendors.

more detail [http://ba.uoregon.edu/Content/travel-procedures-quick-reference]

Travel Advance

- Available to employees only (GTF's ok, but not student employees.)
- Explanation required (e.g. infrequent traveler, was denied, foreign travel, etc.)
- Minimum amount $200.
- Advances will not be made to someone with an advance outstanding.
- Money for transportation such as airfare cannot be advanced.
- Set up as a receivable in traveler's name.
- Late fines and billing charges apply after 10 day grace period.
- If not paid back, it will be deducted from employee payroll check and traveler no longer eligible for advances.

more detail [http://ba.uoregon.edu/Content/travel-procedures-quick-reference]
Create a travel reimbursement
Create a travel reimbursement for an employee or visitor. Person must have a Banner ID or vendor number. If a visitor is not yet set up on Banner, contact Accounts Payable to create a person record for the visitor.

In Box
Documents sent to me that I have not saved to my Work in Process file.

Review, edit, approve documents

Travel Document Identifier: --Choose--

Delete this document

Send document to someone

Travel Document Identifier: --Choose--
Certifier ID: --Choose--

Send this document

Work in Process
Documents saved by me, not yet completed.

- You have no In Process documents

Review completed reimbursement documents

Choose the completed travel document from the list below

Travel Document Identifier: --Choose--

Review this completed travel document