Post-Doc, Resident, and Student Research Travel Procedure
<u>Department of Surgery</u>

<u>Purpose and Scope:</u>

The purpose of this document is to clarify the department process for post-doc, resident, and student (trainees) travel related to a research appointment. All travel must follow the University BETR policy; however, this procedure aids in the identification of costs, denotes the responsible party, and provides an estimation of expenses prior to travel. This will help clarify responsibility and resources, which will help expedite the reimbursement.

This document applies to trainees participating in research and traveling for business. It is expected that travel would be to present original research at a conference or meeting in a platform, poster, or other peer-reviewed opportunity. Exceptions may be made but should be collected prior to any registration or travel booking.

<u>Overview:</u>

- Trainees traveling to present research must seek pre-approval for travel prior to committing to present their work.
- Trainees funded by sponsored programs are expected to travel using funds from the award. <u>If funding is not available, departmental funding may be requested and will cover travel costs up to $1,500, including hotel, meals (not covered by conference), and registration.</u>
- <u>Departmental funding will support only one conference per year for each trainee. Trainees will be responsible for additional expenses that have not received prior approval/mentor support and are above the cap.</u>
- Trainees are expected to minimize travel costs by minimizing time away, traveling by economic means, and limiting extraneous or unnecessary expenses.
- The department, regardless of funding source, will not cover the costs of alcohol.
- Posters should be printed on campus through the Copy Center. Reimbursement for on-site printing will be capped at the Copy Center price.
- The Department of Surgery requires detailed receipts, regardless of amount, for all reimbursements.
- Travel to conferences in foreign countries will not be supported. Exceptions can only be obtained from the Chair of the Department.
- Trainees are encouraged to plan and apply for travel scholarships to conferences.
- If travel is approved, conference registration can be done using the departmental P-card. Please contact anusha_naganathan@urmc.rochester.edu for this.

For Research Residents: The department will cover one trip to attend an academic conference provided the research mentor approves the conference and, when possible, is covered by the mentor's funds.

> <u>The approval of your research mentor in the form of an email will be accepted.</u> Your email must contain the following information:
> - *Conference name and website link*
> - *Cost of registration*
> - *Conference dates*
> - *Conference location*
> - *Title of presentation for the conference*

Once your research mentor approves, you can forward the email to: anusha_naganathan@urmc.rochester.edu.

For Clinical Residents: If research travel occurs during a clinical year, ABS regulations apply. Absences of more than 48 hours must be reported, and the resident must use vacation time to cover their absence. Clinical residents must also get approval from their mentor through an email with details, as mentioned above.

ALL TRAVEL REIMBURSEMENTS ARE ROUTED THROUGH UR WORKDAY:

(Below are instructions for using UR workday – If you need assistance, contact anusha_naganathan@urmc.rochester.edu)

a. *Initial set-up for direct payment (done on the web browser)*

b. *Reimbursement request via Workday expense report (can be done on the workday app)*

c. *Advance ticket option via Workday SPA (can be done on the workday app)*

a. **Initial set-up on UR Workday** *(done on the web browser)*

1. Login to workday using your Net ID credentials.
2. Click Menu on the top left corner. Click Add apps at the bottom. Search for 'Expenses' and add the app by clicking the + sign.
3. When you enter the Expenses app, you will the various actions and past reports.
4. Next, click on Payment Elections under View. You will need to add preferred payment method here in order to be reimbursed. Click Add and complete the preferred method and required details. Direct deposit is preferred as it will be quickest way to get reimbursed. You can copy this information from your HRMS account.

b. **Reimbursement request - UR Workday Expense report**

It is recommended that you download the Workday App on your phone ahead of travel. You can create an Expense report and add photo of receipts as you have them during your travel

1. In the Expenses app, Create Expense report (New)
2. **Memo**: Enter a Business Purpose.
3. **Company**: 040 – SMD – this should auto-populate when you login.
4. **Expense date**: Date when you incurred the expense (For example, when you made the booking)
5. Choose **Worktag**: This entry asks for the funding source for your travel. Once you enter the account number, hit enter and other worktags (Company, cost center, and fund) will populate for you. If you enter the account number wrong, delete all other worktags and reenter.
6. Next, you can add **Expense lines.** Choose **Expense item**: For example, Airfare (domestic or international), meal etc. You can search for an item by typing right in the search bar and hitting enter.
7. **Itemization**: If you are getting reimbursed for a group meal (for 10 or less attendees) or for an expense that needs to be split on different accounts – you can itemize your Expense report. For group meal, all attendees must be listed on the expense. Details about how to itemize can be found here.
8. Provide clear supporting documentation (receipts) by uploading files.
9. When you have itemized each expense item and provided sufficient details, click Submit.

Reference: [Create Expense Report_new expense report.pptx | Powered by Box](#)

c. UR Workday Advance Ticket Option called Workday Spend Authorization (SPA)

Use this procedure only if you want to request permission for future travel expenses or book travel using UR travel agents (Concur or Etta). You can request advance payment ahead of your trip by using this procedure. Alternatively, you can complete the Expense report after your travel for reimbursement. The SPA advance travel forms must be reconciled after the trip using the Expense Report along with the copy of the ticket itinerary

1. You will need your Employee ID and URID to create a Spend Authorization (SPA) task
2. In the Expenses App, click 'Create Spend Authorization' and populate the required fields.
3. Info required: Company (040 -SMD), Start date of trip, End date of trip, and description.
4. You will need to fill out Justification (business purpose explanation for travel).
5. Next, add a **Spend authorization line**.
6. Choose **Expense item**: For example, Airfare (domestic or international). You can search for an item by typing right in the search bar and hitting enter.
7. The total amount is the actual or estimated airfare plus travel agent fees.
8. When you select Airfare in the Expense item, you will be asked for additional item details (origin and destination of travel).
9. Memo is the brief description of the purpose of the trip.
10. Choose **Worktag**: This entry asks for the funding source for your travel. Once you enter the account number, hit enter and other worktags (Company, cost center, and fund) will populate for you. If you enter the account number wrong, delete all other worktags and reenter.
11. Most users will select Airfare as an Expense item. If you have additional Expense items, you can add them here.
12. Attachments are optional. Add any attachments under the Attachments tab next to the Spend Authorization Line.
13. Once you complete, your Spend Authorization will have a SPA number. This number should be given to the University's preferred travel agents to book reservations. In addition, you will also need to provide your Employee ID and URID to the agent for reservations.
14. The next step is to wait for approval.
15. If you submitted a Spend Authorization, you will create a new expense report from the Spend Authorization by selecting "Create New Expense Report from Spend Authorization" – provide your SPA number.

Reference: [Create Spend Authorization_Workday Expenses users.pptx | Powered by Box](#)

Proper documentation /receipts checklist:

1. Airfare: An email confirmation from UR travel agent or online reservation (must contain itinerary, cost, and proof of payment).
2. Meals: Itemized receipt showing food and beverage ordered along with credit card transaction. Photo of receipts are accepted for meals.
3. Rental car/other ground transportation: Rental agreement and paid receipt must be submitted. Uber or Lift receipts must be submitted along with vendor name, location, date, and dollar amount. University preferred car rentals: Enterprise, National, Hertz. Use the university's corporate account number and additional insurance will not get reimbursed.
4. Hotel/Airbnb: Itemized folio or bill is required for hotel showing payment. Airbnb receipts are accepted.
5. Parking and tolls must also be submitted as an expense line on the expense report.

6. Mileage reimbursement while using personal vehicle uses the standard mileage rates (Use this form). You will need to enter the calculated Mileage Reimbursement as a separate entry on the Expense Report. The IRS mileage rate covers gas, wear and tear on personal vehicle. <u>Note: Mileage expense form must be filled on the web browser, not on the app.</u> Reference: Mileage Entry.pptx | Powered by Box

<u>Timeline for travel:</u>

- ✓ Review BETR Policy, confirming the policy reviewed is the most current and active version
- ✓ Discuss travel with research mentor, and develop budget if needed.
- ✓ Complete the email approval process with conference information and your mentor's approval. Forward the email approval to the correct division, either Surgery Research or Education
  - o Research (anusha_naganathan@urmc.rochester.edu
  - o Education (amy_mills@urmc.rochester.edu).
- ✓ If using advance travel, complete the spend authorization (SPA) on UR workday and utilize preferred advance travel methods to book travel.
- ✓ Complete travel.
- ✓ Complete the initial set up of workday. Your direct deposit information must be added by logging in to UR workday (login) on the web browser.
- ✓ Download the Workday app on your phone and create an expense report on the app.
- ✓ Complete Expense report and submit on UR workday (along with receipts). After July 1, 2023 reports for Research Residents will automatically route to Dr. Naganathan for approval.

<u>Resources:</u>

The following list of resources may be beneficial, but traveler should confirm latest version.

Business Expense and Travel Reimbursements (BETR)

Advance Travel Ticket Information

Copy Center, for poster printing

UR Workday help