Circle the correct response(s) for each question.

1. Expense Reports must be completed and submitted to Accounts Payable within how many days upon return from your trip?

    a.   1 to 8 after trip completion

    b.   10 to 15 after trip completion

    c.   Within 60 business days

    d.   Within 60 calendar days

    e.   None of the above

2. The minimum amount that can be requested for an employee travel advance is:

    a. $200

    b. $100

    c. $ 50

    d. $ 25

    e.   None of the above

3. What statements are true about excess lodging?

    a.   The Expense Report in Chrome River routes automatically to the BUD.

    b.   The Expense Report in Chrome River routes automatically to the Assistant Vice President for Finance/University Controller, if applicable.

    c.   The traveler must enter the actual hotel rate and taxes on separate lines.

    d.

6. Which statements are true about meals in conjunction with overnight business travel?

   a. Meals and certain other incidental travel expenses are reimbursable for overnight official business travel

   b. Reimbursement for such expenses shall be based on a fixed allowance.

   c. The M&IE per diem used corresponds to the location of related overnight travel.

   e. None of the above statements are true.

Indicate whether the following statements are true (T) or false (F).

_____ 1. The Lodging Exception Request can be completed after the trip takes place.

_____ 2. If you are charged a baggage fee, you must document the expense and provide a reason for the charge.

_____ 3. Travelers will be reimbursed for actual expenses of car rental rather than at mileage rates, so receipts for the car rental and an accurate accounting of gas purchases must be submitted on the Expense Report

_____ 4. Frequent flyer coupons earned while on official University business can be used for personal travel.

_____ 5. Non-employees must be set up in Banner as a vendor with a UIN and then set up in Chrome River to receive reimbursements.

_____ 6. Employees can use their Corporate Travel Cards to purchase airline tickets, but they will not be reimbursed until they file a travel expense reimbursement voucher.

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1. D	1. T
2. D	2. T
3. A, B, C, D	3. T
4. D	4. F
5. D	5. T
6. A, B, C	6. T