



UNIVERSITY OF GUAM
GOVERNMENT OF GUAM

Administration and Finance
Office of the Vice President

Memorandum

5 February 2009

TO: All Administrators, Faculty and Staff
VIA: President
FROM: Vice President for Administration and Finance
SUBJECT: Guidelines for Travel and Advances

Approved/Not Approved: RU

PURPOSE

This memo clarifies travel guidelines, procedures and compliance related to Rules, Regulations and Procedures Manual (RRPM) Article VII.F Travel and areas of related public law. The Administrative Council has commented on and accepted them.

BACKGROUND

Most University travel takes place within established policies and guidelines. However, there are several important issues that have been raised requiring clarification of our travel policies:

- External auditors cited the University in several past audits for: (1) not requiring competitive procurement of travel-related services and not selecting the most direct route to destination; (2) incomplete documentation of proof of travel; and 3) untimely clearing of travel advances. These issues, which originated with Federal granting agencies, represent growing concerns on possible kickback, fraud, overpricing, preference, etc.
- The frequency of incorrect, untimely and non-compliant travel authorizations (TA's) and travel clearances (TC's) has increased, including: TA's submitted after the travel has begun, TA's and TC's without appropriate approvals, conference registration paid prior to TA approval, TC's with unauthorized destinations and expenditures, TC's without boarding passes or any proof of travel, TCs prepared and signed by staff other than the traveler, and travel and advances not cleared within the 10 business day policy. Another audit finding with questioned costs, particularly as much of our travel is federally funded, is an institutional concern given the threat to our low risk auditee status.
- There is a lot of bureaucracy surrounding travel that should be explained, clarified and/or lessened.

Travel clearances are a problem throughout the government of Guam. Legislators have introduced bills in the past that would require burdensome travel reports and monitoring. The University must continue to assertively enforce its policies and update them, or possibly risk such oversight.

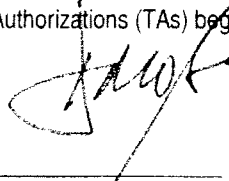
TRAVEL GUIDELINES AND ADDITIONAL PROCEDURES

Please see the attached *SUPPLEMENTAL TRAVEL GUIDELINES, PROCEDURES and COMPLIANCE* to be effective March 1, 2009, in order to provide time for further questions and for non-compliant travel to be cleared.

ACTION REQUESTED

Administrators and the Business Office are directed to take a strong stand on enforcing travel policy. Administrators: please discuss the attached guidelines and procedures with your faculty, staff and others who travel under your approval. Also, ensure that all overdue TC's in your unit are cleared immediately. Thank you.

Travelers: please read the travel policies in the RRPM and the attached supplemental guidelines and procedures before traveling. They will assist you in the preparing TA's and TC's. They explain some of the travel controls and business processes. Note that the attached form must be signed and submitted with all Travel Authorizations (TAs) beginning March 1, 2009.


For the University of Guam,
David O'Brien

SUPPLEMENTAL TRAVEL GUIDELINES, PROCEDURES AND COMPLIANCE

Enclosed are supplemental travel guidelines, procedures and compliance. They clarify: travel policies in Rules, Regulations and Procedures Manual (RRPM) Article VII.F and other relevant sections; 2) the provisions of PL 28-68, Chapter IV, Section 114; and, 3) guidance established under 5GCA Ch.23, §23104. Travelers must sign and submit this form with all Travel Authorizations (TAs).

GUIDELINES AND PROCEDURES

1. Travel Authorization (TA)

- A. Travelers shall submit a signed and approved Travel Authorization (TA) prior to the start of any and all travel.
- B. Travelers will select the reasonably lowest airfare, i.e., the lowest cost, most direct route that does not subject the traveler to undue delays in connections or layovers. Their Administrative Officer or the Business Office can provide guidance.
- C. Travel less than \$1,500: appropriate administrator must approve the TA before travel begins. One airfare quote required.
- D. Travel \$1,500- 15,000 (after \$15,000 a bid is required):
 - (1) The appropriate administrator must approve the TA before travel begins. A VP must also approve TAs over \$5,000.
 - (2) Travel costing \$1,500-15,000 must be through competitive procurement of three airfare quotes with travelers' selecting the reasonably lowest quote. If the reasonably lowest quote is not the lowest quote or if the number of quotes required is not available, the Comptroller or VPAF must agree to alternative travel arrangements before travel begins. The reasons and approvals must be in writing and attached to the TA.
 - (3) Travelers who arrange their own travel may use travel agents or internet travel search engines to document at least three airfare quotes, which must be submitted with the TA. Travel search engines include www.expedia.com, www.orbitz.com, www.yahoo.com, www.priceline.com, www.travelocity.com, etc. (Note: As soon as practical and if feasible, Procurement may develop a list of authorized travel agencies that can be utilized without an additional quote. This will require the University to issue a bid.)
- E. Once quotes are obtained and the TA approved, travelers may pay for and take their travel.
- F. The traveler must submit the following documentation to the Business Office before travel starts: approved TA; price quotes and leave forms, as required; and traveler-signed *Supplemental Travel Guidelines, Procedures and Compliance*. Otherwise, the TA will be returned to the unit. Where possible, TA's should be submitted as far in advance as practical so that advances can be prepared. The Business Office will reimburse or pay airfare up to the reasonably lowest quote.

2. Travel Clearance (TC)

- A. University policy requires that a traveler must sign and submit an approved Travel Report (TR) and Travel Clearance (TC) within 10 business days of returning to Guam. Payment of all amounts due to the University from the traveler must be made at this time. The traveler must attach a copy of the related, approved TA to the TR and TC before submission to the Business Office, or the TC will not be acted upon and will be returned to the unit. Any change in the itinerary must be pre-approved by the administrator and documented in the TR and TC. The same administrator(s) who approved the TA must sign the TR and TC.
- B. Travelers must submit original receipts, including boarding passes. If receipts are lost, the traveler must submit other proof of the expenditure (e.g., credit card receipt), and submit a personally signed memo, counter signed by the administrator, avowing that the receipt was lost and the expenditure made. These receipts and documents must be attached to the TC.
- C. Recovery of travel advances:
 - (1) If a traveler does not submit a timely, complete TC and monies owed to the University, the Business Office will offset the outstanding travel advance against the traveler's paycheck, retirement pay, or estate without further notice.
 - (2) If a non-University employee travels (e.g., for grants and contracts), the unit administrator approving the TA is responsible for timely submission of the TC and recovery of all amounts due to the University from the traveler. If a timely, complete TC is not submitted for non-employees, the Business Office will offset the amount of the total travel costs plus a 20% penalty against a non-appropriated fund to be designated by the VPAF.

3. Administrative Compliance

- A. Travelers who do not comply with travel policy, guidelines or procedures are subject to restriction on future travel and advances and to offsets of overdue, outstanding travel advances against the traveler's paycheck, retirement pay, or estate without further notice. A traveler will not be allowed further travel until Business Office clears prior travel and advances.
- B. Administrators or administrative officers who submit or approve non-compliant TA's or TC's are subject to loss of authority to approve TA's and TC's following consultation with them and with the approval of their supervisor.
- C. Travelers, administrators and/or administrative officers submitting fraudulent TA's or TC's are subject to disciplinary action.

The VPAF will monitor administrative compliance and determine appropriate administrative actions in consultation with the SVP.

Acknowledged by Traveler

Date Signed: