

AggieTravel Digest

New Website is Live

Supply Chain Management just launched a new website! We designed our new site with the goal of making your job easier. You'll see some new features, including "How To" pages and quick links to log into services like AggieTravel and AggieBuy. Take a moment to check it out: supplychain.ucdavis.edu.

Avoid Facing Taxes on Expense Reports

Over the next few months, you'll see repeated reminders about a new policy regarding taxable late expense reports. We want to make sure everyone is aware of the policy, in order to avoid being taxed on their expenses.

Starting January 1, 2019, all travel expense reports with an original submission date more than 60 days after a trip end date will be reported as taxable wage income to the employee, subject to tax. [Read more...](#)

New Report Type Coming to AggieTravel

You Spoke and We Listened...

When making a purchase on behalf of UC Davis, it is expected that employees use approved purchasing methods (see our "[How do I Buy](#)" chart). Though it shouldn't happen often, sometimes we need to make a quick, low dollar value, out-of-pocket purchase. So making the process of reimbursement a bit easier seems like the logical next step. Effective September 1, 2018, the AggieTravel expense reporting system will accommodate reimbursements for some expenses that are not related to travel or entertainment. This new process will make the reimbursement procedure a quick and easy mobile alternative to the current practice.



WHY: Supply Chain Management received a lot of feedback expressing a need for departments to be able to reimburse staff for low-value purchases in a quick and efficient manner. Since AggieTravel is so easily accessible and easy to use, the solution was clear! AggieTravel allows delegates to prepare reports, allows seamless attachment of receipts and other supporting documentation, and AggieTravel already routes for appropriate approvals.

HOW: Use AggieTravel expense report type 9, Professional Expenses. Complete the report header and add the expense types within the professional expenses

category. Paid receipts are required for all professional expenses regardless of dollar amount.

WHO: Only UC Davis campus employees can utilize the new process. **This new process does NOT apply to UC Davis Health at this time.** Guests will continue to be reimbursed for only travel and entertainment expenses through AggieTravel. Any guests being reimbursed for non-travel or entertainment expenses are considered vendors and must be paid with a PO/PREQ.

WHAT: Non-travel/entertainment items that can be reimbursed using the AggieTravel expense reporting system include:

- Postage or freight
- Telephones or cell phones
- Printing, reproduction or copies
- Classroom supplies
- Books, publications or subscriptions
- Repair services
- Other services
- Immigration visa fees
- Licenses or taxes
- Professional memberships
- Certification and licenses
- Non-employee gifts or awards
- Advertising, recruitment or promotional services
- Regulatory and permit fees
- Computer supplies
- Lab supplies
- Office supplies
- Other supplies
- Fuel or gasoline (without travel).

WHEN: Beginning September 1, 2018

Please direct all questions about this new process to travelhelp@ucdavis.edu.

Travel Card Training

Now available in the Learning Management System (LMS): [UC Davis Travel Card: Online Training](#). This training is required for new Travel card applicants and is a refresher to employees who don't use their cards very often. New applicants will need to attach their certificate of completion when submitting the application. All current Travel card holders will be expected to complete the online training within the next year. [Read more...](#)

Hosting Large Events

There is a lot of work involved in hosting large conferences and other events. The UC Davis Travel office is looking for volunteers to serve on a committee focused on hosting large events. Ideally, the committee will meet for quarterly collaboration meetings to share ideas, tips and best practices. The information gathered from this committee will help others planning large events when it is posted to the new Supply Chain Management website.

Is Your Trip Really Considered "Group Travel?"

We get asked this question often, "Isn't my trip with co-workers considered group travel?" The quick answer is no.

Group travel only applies to an employee who is authorized to pay travel expenses for a group of students or non-employees. Group travel applies to situations like student field trips or athletic team events.

See the reminder below about shared expenses between co-workers.

REMINDER: Paid a Travel Expense for Someone Else?

It's no secret that [policy G-28](#) says we should only purchase travel for ourselves. However, we realize there are times when purchasing a meal, or other small expense for a co-traveler is unavoidable. For this reason, we have changed the AggieTravel report header to help accommodate the required exception approval for these situations.

On every report header you'll see the question, "**Expenses for other travelers or spouse/partner?**" and you'll have the option to choose "**Yes**" or "**No**" from a drop down menu. If reimbursable expenses for another employee, guest, or a spouse/partner are included on the report, choose "yes" and in the comments provide an explanation of why the expense is on your report. The report will automatically route for exceptional approval.

Requesting the exception to policy on the report header eliminates the need to request an official exception to policy from travelhelp@ucdavis.edu for paying for another person's travel expenses.

Be absolutely sure to include a comment on the expense, explaining the justification for the exception. Reports without a comment justification may be returned for correction.

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