



OFFICE OF  
**Information Technology**

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***Who do I need to contact to make my travel arrangements?***

The IT Business Office is responsible for coordinating all business travel for OIT employees. The Travel Coordinator is Jenell Merrifield and she is located in Suite 103 of the Butrovich Building.

You may also submit your travel request online at: <http://www.alaska.edu/oit/internal/travel>.

***Why is it important that I plan my travel as far in advance as possible?***

The travel process involves you, the IT Business Office, your supervisor, your Director, and (if out of state travel) the Chief Information Technology Officer. Additionally, the Travel Office is occasionally involved during the planning stages. It is important to be aware that these individuals may not be available to complete/review/approve your travel requests in a timely manner.

Furthermore, delays in the travel process often result in higher costs to the University. This can also increase the likelihood that flights, hotels, and/or cars will be unavailable.

***Why do I need to have/use a personal credit card?***

A credit card is needed to make reservations for hotels and occasionally to rent vehicles. If you do not have a personal credit card you can use for these reservations, you may apply for an Individual Travel Card. The form is available online at: <http://www.alaska.edu/oit/internal/travel>. Please note there is a form for both SW and UAF employees. Once the form has been filled out and the necessary signatures have been obtained, please turn the form into the following: SW – Alison Hayden 208 Butrovich or UAF – Helen Connor 103 Administrative Services Center.

***Can I take annual leave during a University business trip?***

If your supervisor approves the annual leave, yes. Your leave dates must be clearly noted on your Travel Authorization (AT) form. Any changes in dates must be reflected on the AT, and re-approved by all appropriate individuals prior to travel.

Incorporating personal time on a University business trip is considered a benefit for OIT staff. Please see the memo Travel Involving Annual Leave for details.

***Can I rent a car if I'm staying at the conference/event hotel?***

All travel charges, including rental cars, are subject to your supervisor's approval. Rental cars are generally not allowed when staying at a conference/event hotel. A business justification should be noted on the travel request form whenever a rental car is requested while staying at a conference/event hotel.

***Do I get per diem if my travel is only for one day?***

Yes, however a minimum of 12 hours in travel status is required.



***Why is my per diem sometimes reduced on my Travel Expense Report?***

Per diem is reduced by one quarter for each meal that is provided at the event attended.

***Can I get copies of my receipts/TER?***

Yes, the traveler and/or the traveler's supervisor may at any time request copies of the AT, ER, or supporting documentation. These files are maintained by the OIT Travel Coordinator – we keep copies of the current year and the previous year only. Original documentation is maintained by the Travel Offices.

***It seems like I have to pay all the travel expenses ahead of time. How can I be reimbursed before traveling so I can pay for these expenses? Can I get a travel advance to cover food and incidental costs while traveling?***

It used to be that all expenses for travel were paid by the traveler prior to the trip occurring. This is no longer the case. Some of the major expenses, in fact are now paid ahead of time by the OIT Travel Coordinator. Registrations up to \$5000 can be paid via University credit card. Registrations over this amount can be paid via Purchase Order (this is also true when a vendor cannot accept credit card payment).

Airfare is also almost always purchased by the OIT Travel Coordinator using the University travel credit card. Trips involving personal leave, however, should be charged to the traveler's credit card. In this case reimbursement typically would not be processed until after the trip is completed.

Generally, the only expenses that the traveler incurs is lodging, ground transportation (cabs, rental cars, shuttles, etc.), and miscellaneous expenses related to travel (meals, tips, parking, gas etc.). These expenses are reimbursed after the trip is complete. Of course, the sooner receipts are submitted to the OIT Travel Coordinator; the sooner the reimbursement process can be completed.

The OIT Business Office was advised that the University credit card can be used to pay for the hotel deposit when required. Also, to cut down on the cost of tax, the OIT Travel Coordinator will pay for hotels booked in the State of Alaska since we are a tax exempt Institution.

***Why does the CITO need to approve my out of state travel?***

Most out of state travel for OIT employees is considered discretionary. It normally occurs when an employee attends training or a conference. This type of travel is considered mutually beneficial to the University and the employee. For this reason, this type of travel is often scrutinized, and in various audits in recent history, out of state travel has been an area where abuse has occurred.

As the person accountable and responsible for all activity in OIT, it is appropriate for the CITO to review and approve all travel.

It is critical that departments plan ahead for all trips occurring outside of Alaska to allow time for this additional approval step.

***Why do I have to rush to get my receipts submitted to the OIT Travel Coordinator if there is 15 days granted by University Regulations to submit reimbursement requests to the Travel Office?***

Collecting and submitting receipts is only a small part of the reimbursement process. Early submission of your documents will assist in timely reimbursement.