

Group Travel

Paying to a third party for lodging and other travel related expenses on a check request after the travel takes place

Ex: Hotels, Enterprise-Rent-A-Car, Bulldog Limousine, Study Abroad Providers, etc.

Required Documents

Employee travel

- invoices/receipt
- travel distribution

Non-employee travel

- (ex: students, prospective employees, etc.)
- invoices/receipts

Note:

- 1) Employee travel must be separated from non-employee travel – two check requests need to be submitted.
- 2) Travel Distribution form can be found under “Supporting Documents” in E-check and must be completed within the electronic check request. Please do not attach paper copies of the distribution form with individuals SSN.

Reimbursing an employee for travel related expenses on a check request after the travel takes place

Did the employee cover another person's expenses?

Ex: shared a hotel room, paid for an airline ticket, paid for food

Yes

No

In both situations below, employee's (who paid for another person) own expenses should be submitted as a normal travel reimbursement. The portion of the expenses the employee paid for someone else will be treated as group travel (see required documents below). Thus, two separate check requests need to be submitted.

Required Documents:

1) Employee covered other employee's expenses:

- invoices/receipts
- travel distribution

Not a group travel request, submit as a regular travel reimbursement.

3) Employee covered non-employee's travel expenses:

- invoices/receipts

Note:

- 1) Employee travel must be separated from non-employee travel. Separate check requests are required for each type. Please cross reference such check requests.
- 2) One check request cannot combine the portion of expenses of the employee who paid for another person and the portion applicable to the person whose expenses were covered. Example: Two employees (A and B) went to Boston, MA for a conference. The employees shared one room. Since the hotel refused to divide a bill between these employees, A paid the entire bill of \$200.00. To reimburse A for the hotel, two check request must be submitted (both payable to A). The portion of \$100 pertinent to A will be submitted as a normal travel reimbursement. The other portion of expenses (\$100) applicable to B will be submitted as a group travel check request.
- 3) Travel Distribution form can be found under "Supporting Documents" in E-check and must be completed within the electronic check request. The form should list the employees whose expenses were covered (do not include the employee listed as a payee). Please do not attach paper copies of the distribution form with individuals SSN.