

**From:** Murphy, Jennifer

**Sent:** Friday, May 18, 2007 11:54 AM

**Subject:** RE: Notice of Change & Action Requested: Travel Vouchers paid with appropriated funds

Good Morning,

Thank you for working with the OSS-Accounting & Purchasing Services during this transition.

Our review team has identified four common reasons that OSS-APS has returned a travel voucher to a department for additional documentation before it can be paid. Please read through the list of documentation requirements as a refresher. If these items are not included in the documentation for a travel voucher it will delay the payment process.

1. **Odometer reading** – a documented odometer reading from the employee's vehicle should be included with the request for mileage reimbursement. The only exception to this is if an employee is driving from two points that are both listed in the [Texas Mileage Guide](#); in this case, the mileage in the guide is used. (Requirement in the [State of Texas Travel Allowance Guide, June 2006, Section 4.03](#))
2. **Airfare itinerary** – an airfare itinerary should be included regardless if the fare is centrally billed or paid for by credit card. The itinerary is the document used to verify date and time of departure and arrival, when air travel is involved.
3. **Pre-approval form for out-of-state travel** - an [out-of-state travel approval form](#) should be included when the travel destination is outside of Texas. The [State of Texas Travel Allowance Guide, June 2006, Section 2.02A](#) requires that out-of-state travel be pre-approved.
4. **State Comptroller Audit Finding** -
  - UT System is currently undergoing a post-payment audit by the State Comptroller's office. The auditors are finding that departmental travel vouchers are non-compliant with the requirement to explain/justify the use of a non-state-contract hotel. (Requirement in the [Texas Administrative Code, Chapter 125.3](#))
  - Translation – When an employee is making lodging reservations for business they need to confirm that they are staying at a state contracted hotel by checking the [state website](#). If they are not and he/she decides to stay at the non-state-contracted hotel, the traveler needs to document which of the [three valid exceptions](#) apply. The creator of the travel voucher needs to add 'notes' in the DEFINE travel voucher that will explain the use of the non-contract hotel, including one of the three valid exceptions that the traveler documented. (See <http://www.utsystem.edu/travel/lodging.htm> )

If you have questions, please contact Becky Mendez, 4570, or Becky Franklin, 4579. Feel free to share this information with anyone that may benefit from it.

Thank you,  
Jenny

*Jennifer C. Murphy*

Director of Accounting and Purchasing Services  
(512) 499-4366 phone

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**From:** Murphy, Jennifer  
**Sent:** Tuesday, May 01, 2007 4:17 PM  
**Subject:** RE: Notice of Change & Action Requested: Travel Vouchers paid with appropriated funds

Good Afternoon,

It's May 1<sup>st</sup> and the travel vouchers funded with appropriated funds are correctly finding their way to OSS-Accounting & Purchasing Services for review and approval...thank you.

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We have worked with UT Austin to program DEFINE so that OSS-Accounting & Purchasing Services can take over the electronic approval of these System Administration documents. To do this we need your help; please read the following instructions related to creating and approving travel vouchers that are paid with appropriated funds and travel vouchers created to pay the "overages" on a state travel voucher, regardless of fund source. Changes are bolded.

**Document Creators –**

- VE5 - Continue to create in the same DEFINE desk and view that you have used in the past.
- **CHANGE: VP5 - Change your desk and view in DEFINE to the following combination that is shown on your YS1 screen in DEFINE before you create the VP5:**

<b>Desk</b>	<b>View</b>
VP5 CREATR	6610SYS
VP5 CREAT2	6610SYS
VP5 CREAT3	6610SYS

**Signatures -**

1. Continue to have the traveler and the appropriate employee that has [delegated signature authority](#) sign off on the DEFINE cover sheet of the travel voucher.
2. **CHANGE: The creator is the only employee at the departmental level that will electronically "APP" the VP5 document in DEFINE. After the voucher is signed off on as stated in #1, forward the travel voucher and documentation to OSS-Accounting & Purchasing Services.**
3. **CHANGE: OSS-Accounting & Purchasing will: review the vouchers, work with you on any changes that need to occur, electronically approve the documents, and scan the documents into FileNet.**

**Approval of Executive Officers and Department Head Travel Vouchers –**

- Please continue to send the travel vouchers for these employees through the same channels of approval as before, the only **CHANGE will be that after Chancellor Yudof, Tonya Brown, Dr. Kelley, Francie Frederick, Dr. Shine, or Dr. Malandra sign the travel voucher (no electronic approval will occur at this level), the physical voucher and documentation need to be sent to OSS-Accounting and Purchasing Services for review and electronic approval versus UT Austin.**

**Helpful Tool in DEFINE:** If you are in a travel voucher (VP5 document), type ROU in the command line and it will show you where the document has gone for approval.

We are committed to helping your department implement these changes and processing the vouchers timely. Becky Mendez, 4570, is the primary point of contact to help with any questions that you may have now or later. Becky Franklin, 4579, and I, 4366, are also available.

Thank you,  
Jenny

*Jennifer C. Murphy*  
Director of Accounting and Purchasing Services  
(512) 499-4366 phone

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**From:** Murphy, Jennifer

**Sent:** Tuesday, April 24, 2007 2:11 PM

**Subject:** Notice of Change & Action Requested: Travel Vouchers paid with appropriated funds

Good Afternoon,

You are receiving this e-mail because you are either a travel voucher creator or approver for your department, and your department pays travel vouchers with appropriated funds. We need to make you aware of a change.

**Effective Tuesday, May 1, 2007 please send your department's travel vouchers and supporting documentation to OSS-Accounting & Purchasing Services (CLB 3).**

You will no longer send this information to Marcia Boling, U. T. Austin - Office of Accounting.

**Additional information:**

- We are in the process of undergoing a State Comptroller Audit; this action item is a result of their review.
- This change will not affect your department's creation or approval process.
- Appropriated travel accounts start with a "53".
- A travel voucher that is created using local funds to pay "overages" from an appropriated travel voucher should be sent to OSS-Accounting & Purchasing Services versus Marcia Boling, U. T. Austin.
- The travel vouchers will be scanned into FileNet.

If you have questions about this change please contact Becky Franklin, 4579, Becky Mendez, 4570, or me, 4366.

Thank you,  
Jenny

*Jennifer C. Murphy*

Director of Accounting and Purchasing Services  
(512) 499-4366 phone