

USAO Form 19 Travel Reimbursement Training Manual

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1. What is Form 19?

Form 19 is the official travel reimbursement form issued by the Office of Management and Enterprise Services (OMES) for use in specific cases at USAO.

- For Current USAO Employees: Travel expenses should be submitted through Colleague Self-Service.
 - For Non-Employees: Typically processed through OMES Form 3. Contact Accounts Payable for guidance.
 - For Students or Former Employees: Form 19 can be used, particularly when calculating per diem or multiple expense types.
- For help completing Form 19, contact the USAO Business Office.

2. Section 1: Vehicle Use and Employment Status

Car Ownership:

- Indicate whether a personal or University-owned vehicle was used.
- Mileage is not reimbursed for University-owned or rental vehicles.
- Tag number must be listed for personal vehicles.

Employee Status:

- Mark “Yes” if the traveler is a current or former state employee.
- Current USAO employees must use Self-Service.

- Student trips that are academic in nature without a clear business benefit to USAO may be classified as scholarships, not reimbursable travel.

3. Section 2: Traveler and Preparer Information

Claimant Information:

- Include the traveler's legal name and their USAO ID Number.
- Ensure address matches what is in Colleague.

Preparer Details:

- Include the name and email of the person preparing the form.
- This contact will be used for any follow-up questions.

4. Section 3: Travel Details and Expenses

Campus Location & Business Purpose:

- Campus location not required for non-employees.
- Clearly state the purpose of travel (e.g., conference, recruitment, research).
- Include location and actual business dates, not just travel dates.

Travel Dates & Locations:

- List all points of travel, with city/state for each leg of the journey.
- One line per travel day is required.
- Domestic travel: Max one day before/after business dates.
- International travel: Max two days before/after.
- Personal travel days must be noted in Comments.

Mileage:

- Attach mileage verification (Google Maps, MapQuest, etc.).
- Choose the correct year's reimbursement rate.

Per Diem and Meals:

- Per diem must be entered before deducting meals.
- If meals were included with the event, they must be deducted unless there's justification.

Lodging:

- Include only lodging cost and tax.

Comments Section:

- Use to explain personal days, shared expenses, or omitted categories.

5. Section 4: Additional Travel Costs

Local Transportation:

- Use this section for taxi, Uber, Lyft, etc.
- Itemized receipts required.
- Tips limited to 20%.
- Must include business justification.

Miscellaneous Costs:

- Registration fees must be documented and clearly marked.
- Mark if fees were paid by the traveler or another source.
- Tolls and other expenses must be supported with receipts.
- Clarify all costs in the Comments.

Public Transportation (Airfare):

- Note how airfare was paid (e.g., USAO P-card, personal funds).
- If traveler seeks reimbursement, include the amount in the appropriate field.

Adjustments:

- Enter any needed reductions as negative amounts.
- Provide explanations in Comments.

6. Section 5: Signatures

- The traveler must sign and date the form.
- A supervisor or authorized approver at USAO must also sign, including their printed name and title.

7. Submitting in Colleague Self-Service

To process payment:

- Attach the signed Form 19 to a Payment Request.
- Invoice Number Format: LastName + 3-letter month + 2-digit day + 2-digit year of last travel date (e.g., JONESAPR0825).
- Invoice Date: First travel day.
- Vendor Info: Must match Form 19.
- Total Amount: Reimbursement amount.
- GL Codes:
 - 521310 – Non-Employee Travel