



# University of Central Florida

## Finance & Accounting

### Procedures Document

#### Travel Multiple Line Requisitions & Change Orders (Campus Wide)

Purpose of Procedure:	To allow multiple line requisitions and change orders for Travel
Who Processes:	UCF department requestors
How often:	As needed
What is Processed:	Requisitions from the Departments for Travel Purchase Orders
Where are the results distributed:	Departments and Travel Payable Processors
Date:	06/09/17
Author:	Travel Payables, F&A

**Procedure Description:** This procedure will assist the department requestors in creating multiple line requisitions and change orders as well as the travel processors in sourcing these to travel purchase orders.

#### **Guidelines to Multiple Line Requisitions/Change Orders**

➤ Purpose of Multiple Line Requisitions/Change Orders

To allow the UCF departments to split travel expenses/initiate change orders as necessary and reduce the need for interdepartmental transfers to appropriately distribute charges.

➤ Possible Scenarios

- Splitting trip between several departments/projects in the same college
- Splitting trip between several departments/projects in different colleges by percentages
- Travel awards/allocations with specific amount to cap These splits may be by percentages, capped amounts or by travel expense type. Whether the split requires separate requisition lines or split distributions within a single line depends on the specific scenario.

➤ Methodology

- General Guidelines

- Departments can still use one line requisitions if they prefer to, charging a single department/project.
- Multiple line or split distributions will be used only for single trip requisitions.
- Blanket travel requisitions should still be one line with one distribution.
- Continue to use one requisition/PO per trip except for blanket POs.
- Split line/Split distribution travel should be clearly defined on the requisition and the appropriate line comments explaining reimbursement must be used (see line comments below)
- For travel with set dollar amount caps, requestors should specify the department/project to charge overages. The capped dollar amount line should be line 1, the overage amount line should be line 2.
- Appropriate change orders will be made by the creation of an additional requisition, referencing the purchase order to be changed (specifics below)
- Change orders for single trip travel purchase orders should be done for change of department/project only, not to increase an amount. Travel processors will pay reimbursements less or greater than the encumbered amount without a change order as long as there is sufficient budget to cover the overages.
- Change orders to increase blanket POs will be allowed for projects only and at the minimum amount of \$100. The change order will be done through a new travel requisition sourced as an additional line to the original blanket purchase order. In initiating an additional requisition for the change order, the department must key in the Description Field the original travel purchase order to guide in sourcing the change order requisition. (Example: Change Order to PO 0000094511).
- Change orders to decrease blanket POs can be accomplished via email to the travel processor who is the buyer on the travel purchase order. Decreases must also be for a minimum of \$100.
- Supplemental Reimbursement Vouchers will continue to be paid as regular vouchers without new Requisitions or PO's required.

- Distribution Guidelines

The preferred distribution splits are as follows:

- Requestors should try to split the total trip cost by dollar thresholds or percentages, rather than splitting each travel charge separately.
- If there's a need to split the cost of the whole trip, requestors should use 1 requisition line, with two distribution lines
- If there's a need for one department/project to pay for airfare, for instance, and another for the rest of the charges, the requestor should use 2 invoice lines
- If one department/project has a cap on the amount that can be paid, the requestor should use 1 requisition line for that amount and a second line for any remaining charges.
- If two department/projects share the cost of a trip based on days of the trip, the requestor should use two requisition lines, i.e. Line 1 for Days 1 and 2 until 6 pm, Line 2 for the rest of the trip.

- Line Comments

Standard Line Comments will be made available which the requestor can pull into the requisition and then fill out with the needed information.

Possible Line Comments for multiple line requisitions:

Charge Dept/proj \_\_\_\_\_ up to but not to exceed \$ \_\_\_\_\_. All overages charge to Dept/Proj # \_\_\_\_\_

Dept/Proj # \_\_\_\_\_ will pay \_\_\_\_\_%, Dept/Proj # \_\_\_\_\_ will pay \_\_\_\_\_% of the total trip, whether it be above or below the PO line amount

Dept/Proj # \_\_\_\_\_ to pay travel expenses from Date \_\_\_\_\_ at time \_\_\_\_\_ to Date \_\_\_\_\_ at time \_\_\_\_\_ etc....

Dept/Proj # \_\_\_\_\_ will pay \_\_\_\_\_%, Dept/Proj # \_\_\_\_\_ will pay \_\_\_\_\_% of the trip cost, UP to the PO amount, then Dept/Proj # \_\_\_\_\_ will pay overage.

- Requirement on Multiple Line Travel Requisition

- The requestor initiating the travel requisition will be responsible for getting and submitting additional approvals for all

departments/projects to encumber if the requisition approver is not DAL authorized for all chart fields. The approver for the other lines must authorize the encumbrance via email sent to the initiating requestor. The requestor will then attach the email to the requisition in the header comments.

- The statement “All DAL approvals for multiple line requisitions attached: (Yes/No)” that will be added to the Header Comments should be answered appropriately by the initiating requestor and contain the email attachment.
  
- Training/Questions  
For instructor-led training on multiple line requisitions and for any related questions/concerns, please contact Cristy Trask, Travel Supervisor, phone 407-882-2235, or email [cristy.trask@ucf.edu](mailto:cristy.trask@ucf.edu)
  
- For the FLOWCHART for Creating Multiple Line Travel Requisition, log-on <http://www.fa.ucf.edu/Guidelines/Guidelines.cfm#>