

How to Report Travel Expenses Paid by an Outside Organization

To ensure accurate reporting of expenses paid by an outside organization, follow the below guidelines.

Before a Trip

All anticipated trip costs should be listed on the expense lines of a Travel Authorization. If expenses will be paid by an outside organization, list them in the Benefit to FIU or Project field as depicted below.

***Benefit to FIU or Project**

The Natural Hazards Research Summit will take a deep dive into research needs and priorities of the profession. A high-profile program includes talks and panel discussions from FEMA, NIST, and NSF.

The National Academy of Science will cover the following expenses:

- Summit Registration Fee
- Lodging
- Transportation to and from Airport

All other expenses covered by FIU are listed below.

When an outside organization is paying for **all** expenses, a Travel Authorization will still need a single expense line for it to be processed. In this case, list the expenses to be paid by an outside organization in the Benefit to FIU or Project field as depicted above and enter a single out of pocket expense with a low dollar amount (i.e., \$1) such as what is shown below.

Travel and Expense Center Travel Authorization

Create Travel Authorization [Save for Later](#) | [Summary](#)

1234567 Actions ...Choose an Action

Roary Panther ?

*Business Purpose Training

*Description Natural Hazard Research Summit

Multiple Country Destination

*Destination District of Columbia, Washingto

*Date From 10/05/2022 *Date To 10/09/2022

*Benefit to FIU or Project

The Natural Hazards Research Summit will take a deep dive into research needs and priorities of the profession. A high-profile program includes talks and panel discussions from FEMA, NIST, and NSF.

All travel expenses will be paid by the National Academy of Science.

Expand All | Collapse All Add: Quick-Fill Totals (1 Line) 1.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
07/05/2022	Domestic Incidentals		Out of Pocket	1.00	USD

Expand All | Collapse All Totals (1 Line) 1.00 USD

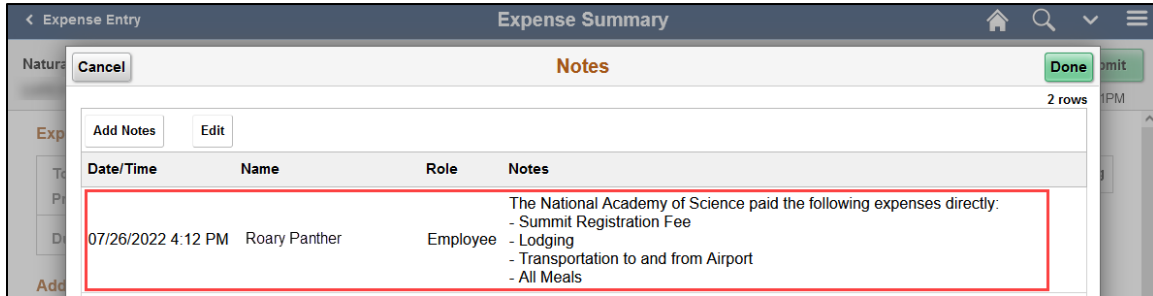
After a Trip

Use the below to determine how to handle expenses paid by an outside organization after the trip concludes.

Domestic Destinations

If **all** expenses were paid by a third party, [cancel the Travel Authorization](#).

If expenses were **partially** paid by an outside organization, process an Expense Report with those expenses listed in the Benefit to FIU or Project field as depicted below. List all FIU costs on the expense lines as usual.



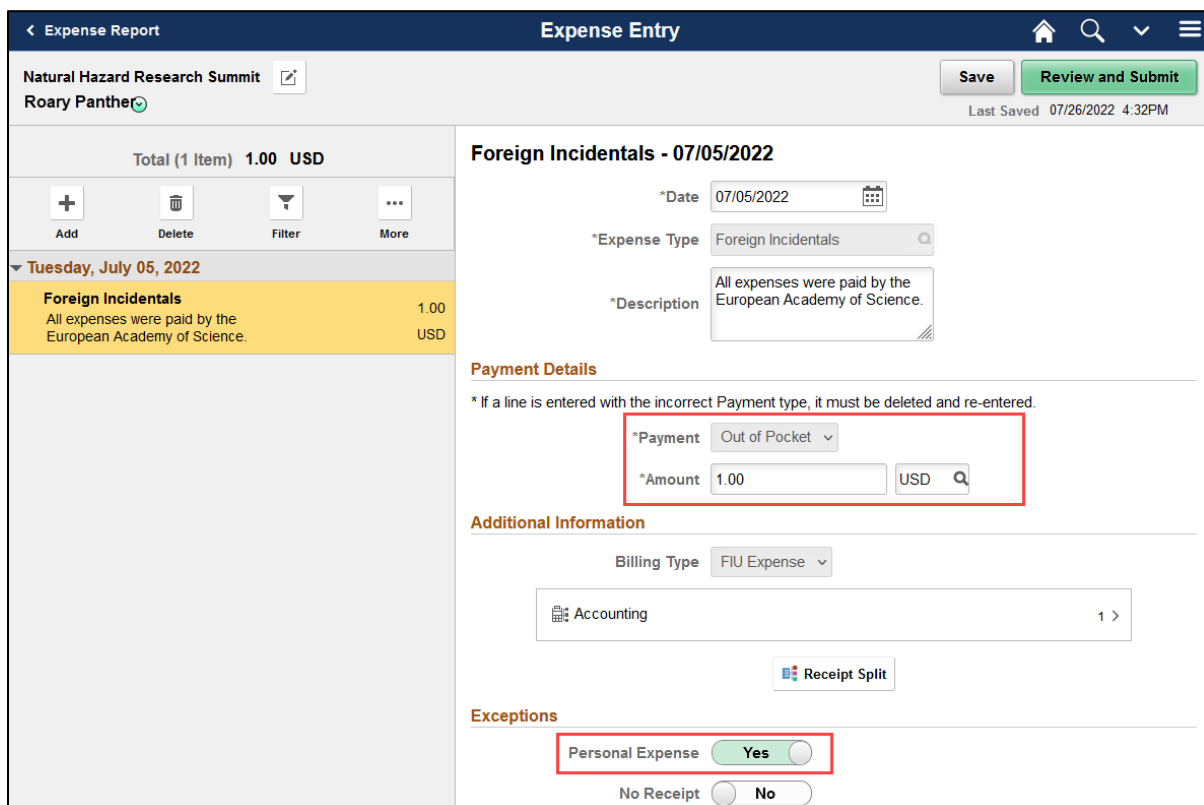
The screenshot shows the 'Expense Entry' interface with a 'Notes' modal open. The modal has a 'Cancel' button on the left and a 'Done' button on the right. Below the buttons are 'Add Notes' and 'Edit' options. A table with the following columns is displayed: Date/Time, Name, Role, and Notes. A red box highlights the following row:

Date/Time	Name	Role	Notes
07/26/2022 4:12 PM	Roary Panther	Employee	The National Academy of Science paid the following expenses directly: - Summit Registration Fee - Lodging - Transportation to and from Airport - All Meals

Foreign Destinations

Report all expenses paid by outside organizations via the [International Travel link](#) on the Expense Report.

When an outside organization paid for **all** expenses, process an Expense Report with one out of pocket foreign expense line at a low dollar amount (i.e., \$1) with the Personal Expense toggle switched to "Yes" such as what is shown below.



The screenshot shows the 'Expense Report' interface for 'Natural Hazard Research Summit' by 'Roary Panthe'. The total is 1.00 USD. A line item for 'Foreign Incidentals' is shown with a description: 'All expenses were paid by the European Academy of Science.' The 'Payment Details' section shows the payment type as 'Out of Pocket' and the amount as '1.00' USD. The 'Additional Information' section shows the billing type as 'FIU Expense' and the accounting code as '1'. The 'Exceptions' section shows the 'Personal Expense' toggle set to 'Yes'.

If the department initially covered trip costs that an outside organization will reimburse, work with a [Travel Prepay Auditor](#) to have the reimbursement credited back to the accounting used.

If the traveler received direct reimbursement for their out-of-pocket expenses from an outside organization, list those on the lines of the Expense Report and switch the Personal Expense toggle to "Yes". This will ensure that the traveler will not receive a duplicate payment from the University.