School of Natural Sciences
Finance Suite - Recurring Business Travel

SNS Finance Suite (FS) was created as an on-the-go application. As such, there is not yet an option to submit reimbursement requests which include repeated or recurring business travel. Travel is considered repeated or recurring when the business purpose of the travel does not change (e.g. daily necessary travel to a secondary work location during normal business hours) and occurs at a standardized or scheduled intervals.

In order to accommodate reimbursement requests for recurring business travel in Finance Suite (https:// nsbus.ucmerced.edu) use the following method:

Step 1: Log into Finance Suite and create a reimbursement request using the normal protocol.

Step 2: Add an item type "other"

- Select the 1st day of the month to indicate the month in which repeated travel occurred
- Calculate the dollar amount at 54 cents per miles traveled in that month
- In the description field include in a business justification for the recurring travel
- Attach the **Recurring Business Travel (excel sheet)** form as the receipt

Step 3: Repeat step 2 for each month in which recurring travel occurred.

Step 4: Submit the request monthly or within 10 days of the end each semester.

Contact SNSTravel@ucmerced.edu with any questions!

Note: The reimbursable amount shown in Finance Suite is an approximation due to rounding. The actual amount reimbursed will be finalized in Express.