RE: TRAVEL AND ENTERTAINMENT EXPENSES

As stewards of the public trust and in order to advance the mission of The University of Texas at Arlington, high ethical standards and compliance with the law are critical to our success. A recent review of departmental spending for travel and entertainment expenses has emphasized we need to improve our compliance with University travel procedures. I encourage everyone to re-read and be familiar with the University’s travel procedures (Procedures 2-75 through 2-90) located at https://www.uta.edu/policy/procedure.

I specifically remind employees of the following:

1. Alcohol cannot be reimbursed on any travel budget code and must be deducted from travel expenses and not reimbursed to the respective employee. (UTA Procedure 2-86);
2. Documentation presented for all travel reimbursements must include fully itemized receipts. (UTA Procedure 4-26); and
3. An employee cannot approve their own Travel Authorization or expense report, but rather Travel Authorizations and expense reports must be approved by the immediate supervisor. (UTA Procedure 2-80 and Procedure 2-90).

It is incumbent upon all of us in our roles as stewards of the resources that have been entrusted to us by the State of Texas and the University to ensure we use these resources appropriately. Departments/Colleges and or individuals themselves may be held liable for repayment of amounts that are claimed without following applicable policies and procedures.
TRAVEL GUIDELINES FOR TRAVELERS - UTA BASED ON UTA RULES/REGULATIONS (KEEP THIS PAGE FOR REFERENCE)

- Request travel in writing BEFORE you travel or UTA will not reimburse you.
- State reason for travel and benefit to UTA on Request.
- Indicate all cost centers/project ID numbers to be used and your 1000 number.
- Please include your full name and home address for reimbursement. **UPDATE YOUR ADDRESS OR DIRECT DEPOSIT IN MY MAV FIRST**

- If using State Funds and traveling in Texas, do NOT pay taxes. Our 19 acct is local.
- State Accounts do NOT reimburse tips (VERIFY FIRST-CPRIT RULES STRICT)
- No reimbursement for alcoholic beverages on any account.
- Save all receipts. Turn in within 30 days. Receipts ONLY for one day trips.
- Use actual receipts for meals if not staying overnight. Overnight trips can use receipts OR Per Diem Meals of $50 – Look up rate at: http://www.gsa.gov/portal/content/104877

- HOTEL ROOMS – Can only reimburse person that paid for hotel bill. If sharing a room other traveler must indicate in writing they will not claim hotel room. You must indicate on your reimbursement form who stayed in the room with you. If you want to share the hotel bill, have it split at the hotel on each person’s credit card. **IF TRAVELING IN TEXAS, DO NOT PAY MORE THAN $85 PER NIGHT and if USING A STATE FUNDED GRANT ACCOUNT – Verify rates at:** http://www.gsa.gov/portal/content/104877
- Can be reimbursed for taxi/parking with receipts separately than meal expenses
- Only pay for your expenses on your credit card.
- If pay for someone else’s meal on your credit card, have to claim on separate reimb.
- MUST USE Corporate Travel for Airline Tickets 1-866-366-1142, give authorization number. Or Anthony Travel 1-800-684-2044. (Service fee on airline tickets) **Turn in invoice with reimbursement receipts so airline ticket can be paid.**
- Corporate Travel can book your car rental and your hotel reservation.
- UTA Travel Department: www.uta.edu/oabs/travel
- Rental Cars – Do NOT take their insurance, you will not be reimbursed.
- Use Avis #S828002, Budget #R524102, Enterprise #UTS222 or National #UTS222. **Collision Insurance is included in State rate.**
- If using personal vehicle, reimbursed only for mileage. Print out mapquest page with actual miles on it. GOOGLE MAPS ARE NOT ACCEPTED.
- Cannot use Procard for any travel expense.
- Turn in receipts with reimbursement form signed by supervising faculty (if a student).
- Turn in packet to Administrative Assistant’s In Box (Keep Reimb/Signature page and turn in AFTER you travel with receipts and Per Diem Pages)
- Conference Registration can be done on your procard before Travel.
- **Turn in copy of Conference Program** with receipts, NEW RULE.
- Membership dues and poster printing ARE NOT part of travel, separate reimbursement.

*******THESE ARE UTA AND STATE RULES*******