Faculty Travel Policies and Procedures

I. Funding
   a. Please read on for approved amounts. If you are unsure of your personal travel balance, I am
      happy to share that number with you.
   b. Please e-mail any possible travel plans to me for FY 2019/2020 no later than Fri., Sept 13, even if
      there is a slight possibility of travel. **Contingent upon budget**, the following funds will be
      available for travel for tenured/tenure-track faculty:
      i. $1000 from COMM
      ii. $250 from CoLA Dean
      iii. $250 domestic (or $500 international) from the Office of Research
      iv. $750 from UTA Faculty Senate
   c. Non-tenure track faculty may request up to $500 from the Department for travel. They are also
      eligible for funding from UTA Faculty Senate (Ashley applies on your behalf).
   d. Department funds may be used for multiple trips during the year.
   e. The funds from the Office of Research are for only **one trip** per fiscal year.
   f. Travel funds DO NOT roll over to the next fiscal year.

II. Complete Travel Request form
   a. Before you travel, you must submit a Request for Travel Authorization (RTA) form. RTA Forms
      can be found at Ashley’s desk, our department website under resources, or in this packet.
      i. Exception: A day trip that does not include overnight stay, a rental car, or an airline ticket.
   b. Please turn this form in 2-3 weeks prior to you traveling (4 weeks for international travel), even if
      you expect expenses to be covered. **Note:** It’s important for this request to be as accurate as
      possible. Attempting to fix a travel request after it is submitted is near impossible.
   c. Once your request has been processed, I will give you a unique TA# that you must use to book
      your airline ticket through Corporate Travel Planners., Inc. You will also receive your per diem
      rates for your destination.
   d. **Day Travel:** if you will be seeking reimbursement for expenses, please let us know so we can plan
      accordingly.

III. Travel Process
   a. Domestic and foreign travel is mostly the same, with a few exceptions.
      i. International travel requires you to register with International SOS, a comprehensive,
      24-hour medical response organization that provides international assistance services. If
      you book your travel through our contracted vendors, you will be automatically
      registered with International SOS.
   b. Please do not purchase packaged deals that have airfare, car rental, and lodging. We will not be
      able to reimburse for packaged deals because they are not itemized.
   c. **Flights**
      i. If you are flying, I recommend collecting your preferred flight information before calling
         Corporate Travel Planners (CTP). All flights must be booked with CTP via phone (866-366-1142) or website
      ii. Once your airfare is booked with CTP, forward me a copy of your e-invoice.
      iii. **PLEASE NOTE:** First class or business class airfare will only be reimbursed in
           full if medical documentation is provided as proof of medical necessity.
      iv. Cheaper Alternative Airfare: If a traveler finds an exact flight itinerary at a savings of
          $100 or more than from the travel agencies or Concur, provide the alternative airfare
          information via an Exception in the Business Affairs Exception Tracker. Required
          documentation for the Exception is Alternate Airfare Request Form (Form BF-T-F9) and
          an email from the travel agencies confirming their inability to price match.
   d. **Rental Cars**
      i. The university is contracted with the following rental car companies: Avis, Budget,
Enterprise, Hertz, and National. If renting a car through one of these, the company will send the invoice to UTA.

ii. To ensure that you receive the State of Texas contract rate and the insurance coverage at no additional charge, provide the following rate identifier for the appropriate vendor:
   1. Avis- S828002
   2. Budget- R524102
   3. Enterprise- UTS22
   4. Hertz- 2104580
   5. National- UTS22

iii. If renting a car from a different company, the traveler will need to pay for the rental car and be reimbursed once they return. As with meals and lodging, please provide an itemized receipt with your name and payment method on it.

e. Personal Vehicle
   i. You may be reimbursed for mileage if driving your personal vehicle. Ashley will calculate the mileage using the university approved methods.
   ii. If you are planning to drive more than five hours, a cost comparison of airfare, rental car, and mileage is required. The university may only reimburse you up to the lowest transportation cost.

f. Lodging
   i. You will need to make hotel reservations on your own or through CTP. Hotel stays cannot be direct billed through the University.
   ii. Lodging expenses are reimbursable at the GSA Per Diem rate. All lodging receipts submitted for reimbursement should be an original itemized receipt from a hotel, motel or similar commercial establishment with the logo and company name and information. The receipt must be itemized to show the room rate, fees, and taxes for each day, the name of the traveler, and method of payment.
      1. If you’ve booked your lodging through a third party (Expedia, etc.), request a printout of the invoice (also called a zero dollar bill) at the checkout desk before leaving to prove your stay.
      2. A traveler may pay for, and be reimbursed for, another university employee's or student's lodging expense.
      3. AirBNB and similar accommodation sharing companies are permitted provided an itemized receipt is submitted to Ashley.
      4. Faculty are allowed to share a hotel room to save costs. Ask the hotel to list both travelers and SPLIT the bill. Sharing a room does not increase your GSA allowance.
   iii. Texas state sales tax will not be reimbursed. Please present to the lodging establishment a Texas Hotel Occupancy Tax Exemption Certificate (Form 2-95). Ashley has copies of this form.

  g. Meals
   i. Total Meals & Incidental Expenses (M&IE) for the day can not exceed the GSA Federal Per Diem rates. Incidental Expenses are capped at $5 and may only be used to reimburse cash tips without a receipt. Your meal limit will be the GSA minus $5. [http://www.gsa.gov/portal/category/104711](http://www.gsa.gov/portal/category/104711) An app is also available for download at [http://www.gsa.gov/portal/content/302273](http://www.gsa.gov/portal/content/302273).
   ii. All food receipts should be itemized and turned in to me. I can not reimburse more than what was actually spent.
   iii. If a meal is claimed for the traveler and guest(s), an itemized meal receipt and an Official Occasion Expense Form (Form 2-98) must be turned in to Ashley. All entertainment expenditures must be reasonable and benefit the University. Reimbursement for meals includes the following requirements:
      1. Alcohol is only allowed when purchased and consumed as part of a business/entertainment meal, or if there is a business reason for the purchase.
      2. Sales tax and a maximum tip of 20% can be added to the final meal price.
   iii. Meals on the first and last day of travel are only reimbursable for 75% of the GSA.
III. WHILE YOU TRAVEL:
   a. Keep all original, itemized receipts from your travel. Receipts must also show a method of payment. I will return what I don’t need.
   b. Please do not pay in cash unless it’s for taxi, shuttle, train, bus, or food. The Travel Desk will not accept handwritten receipts or receipts that look like they were homemade on a word processor.

V. AFTER YOU TRAVEL:
   a. Submit your receipts and conference agenda to Ashley no later than 14 days after the last day of travel (if your receipts are in a language other than English, it is helpful to write down what each receipt is for (food, taxi, phone calls, etc).
      i. Ashley will convert all foreign currencies according to UTA policies.
   b. For airfare, I must have: the original e-invoice from CTP.
   c. For hotel, I must have: original itemized hotel receipt. If you booked thru a third-party such as Expedia, you need to provide an invoice (also known as a $0 bill) from the hotel proving you actually stayed there (i.e. receipt for phone charges, taxes, parking, etc).
   d. For meals and incidentals, we must have: original itemized receipts.

If you have any questions, please call Ashley at x2-2163.