



The University of Texas
ARLINGTON™

***DEFINE EDUCATION**

Travel Guide Policy & Procedures

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Table of Contents

| | |
|---|-----------|
| Introduction | 1 |
| Obtain permission to travel | 2 |
| Travel Authorization | 2 |
| Travel Advance..... | 2 |
| Washington D.C. | 3 |
| Foreign Travel | 3 |
| Corporate Travel Card..... | 3 |
| Travel Reimbursements - General Provision..... | 4 |
| Conservation of Funds..... | 4 |
| Weekend Travel..... | 4 |
| Cancellation Charges | 4 |
| Internal Control | 4 |
| Timing | 4 |
| Exceptions..... | 4 |
| Contracted Vendors for Travel | 5 |
| Airfare..... | 5 |
| Auto Rental & Hotels | 5 |
| Mode of Transportation..... | 5 |
| Commercial Air - General Rules | 5 |
| Personally owned motor vehicle - General Rules | 6 |
| University Owned Vehicle | 7 |
| Rented Vehicle | 7 |
| Travel by Mass Transit (Bus, Subway) or Taxi | 7 |
| Parking..... | 7 |
| Incidental Fees..... | 8 |
| Miscellaneous Fees..... | 8 |
| Meals & Lodging..... | 9 |
| General Rules for Meals and Lodging | 9 |
| Prohibited Reimbursements..... | 10 |
| Tips & Gratuities | 10 |
| Overnight Travel in Texas | 10 |
| Non-Overnight / Metroplex Travel (One-Day Travel)..... | 11 |
| Foreign Travel | 11 |
| Frequently Asked Questions | 12 |
| Who is entitled to a travel reimbursement? | 12 |
| What forms are required for reimbursement? | 12 |
| What receipts are required? | 12 |
| How are receipts assembled with the Travel Voucher Cover Sheet? | 12 |
| Common VP5 Errors..... | 12 |
| Travel Resources & Helpful Links..... | 13 |

Introduction

The Travel Guide is designed for employees responsible for travel planning and preparing travel vouchers. This handout will cover topics such as, rules governing travel reimbursements, approvals needed before traveling, and allowances for meals, lodging, and transportation.

Things to Know ...

Where can I get more information about travel procedures?

Travel procedures can be found in the Resource Library under the Traveler's Aid section. All business procedures are assembled in this area. The Resource Library contains links to the Handbook of Fiscal Regulations and Procedures, the Handbook of Operating Procedures, Departmental Forms, Staff Employee Guide and much more. You may visit the Resource Library at the following web address: <http://www3.uta.edu/policy/>

What is the difference between a State Account and a Local Account?

All funds available to the University are divided into accounts. An account number is a 10-digit number assigned by Accounting Services. Accounts containing money from the State of Texas are referred to as state accounts. Accounts containing money from other sources (i.e., gift, scholarship) are referred to as local accounts. State and local accounts may follow different travel rules. The first two digits of the account number will help you determine whether the account follows UT State Rules or UT Local Rules:

State Funds: 14 & 26

Local Funds: 18, 19, 29, 30, 32, 41

Note: Depending on the funding source, 26 accounts may follow either state or local rules.

Important: When processing the travel payment voucher (VP5), accounts beginning with **14** cannot be combined on the same payment voucher with other accounts.

How to determine if an account follows state or local travel rules?

This information can be viewed in command **CA3** (Account Profile) in *DEFINE. Log on to *DEFINE and proceed to command CA3, type the account number in the **Account** field and press **ENTER**.

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*DEFINE          BUDGET GROUP / ACCOUNT PROFILE - CA3          Year 07 08
Command: CA3    Account: 19023301    Misc: _____    Month: SEP
=====
Budget Group Titles:                                     Administrators: | Screen: 1
Short: VPFA- ACCT & BUS SRVC OPERATIONS_____         wardr1__ WARD, RUSTY
Long: ACCOUNTING & BUSINESS SERVICES_____
OPERATIONS_____                                       _____
_____                                               Group Status: A
-----
Unit: 0233 000   Sponsor: 9999 New Spon Code: 999900   Fund Group: 160
Rpt Unit: 0233 000   NACUBO: 20           Federal: 99           CFDA: _____
Close Rule: 01     Equip Rule: 01     Bal Fwd Rule: 02
Travel Rule: 05   UT LOCAL RULES
Report Codes: _____
    
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Obtain permission to travel

Travel Authorization

The Request for Travel Authorization (RTA) is used to authorize travel for employees, prospective employees, consultants, speakers and students who are traveling for UT Arlington business.

Prior approval for all business travel is highly recommended for absences from campus whether or not there is a cost to the university. However, approval for prospective employees and consultants is required.

The RTA should be completed by the department and approved by the immediate supervisor or department head before the travel occurs. An RTA should state the traveler's name, dates of travel, destination, purpose and benefit of travel, and the account to be charged for travel expenses.

The RTA document can be processed electronically in *DEFINE by using command VE5 or on the paper RTA form located in the Resource Library. The paper Request for Travel Authorization form is used only when a Travel Advance is involved.

What is a Travel Advance?

- A Travel Advance is a promissory note signed by the traveler to receive cash in advance.
- The traveler is responsible for repayment of the Travel Advance.
- When requesting a Travel Advance, an estimated amount of travel expenses must be provided on the form. The Travel Advance cannot exceed the approved amount.
- Any unused funds related to the Travel Advance must be deposited at Bursar Services no later than 15 days after the last day of travel. The unused funds should be deposited into account 12-9930-25-97 with object code 5371. You must reference the travelers name on the deposit slip. Send a copy of the deposit slip to Travel Services at Box 19135.

Travel Advances are available for the following purposes:

- International Travel
- Student/Group Travel
- When the employee does not qualify for a Corporate Travel Card

A Travel Advance should not be requested, if the following condition applies:

- When the employee has a Corporate Travel card, or is eligible for a Corporate Travel Card
- When the trip lacks an approved Request for Travel Authorization
- When the trip does not require an overnight stay
- When the employee has an outstanding advance
- When the traveler is a Prospective Employee or Student (These individuals are not eligible for a travel advance)

If you have determined that a Travel Advance is needed...

- The Travel Advance form along with the RTA form must be completed and approved before the advance will be issued.
- Provide a statement on the Travel Advance form explaining why the advance is needed.
- After the traveler has returned from their trip, reimbursements for the travel expenses must be processed on the travel payment voucher within 15 days after the last day of travel.

Remember: If a Travel Advance is involved, all transactions (Travel Request & Travel Payment Voucher) MUST be completed on paper. If a Travel Advance is not involved, then all transactions are processed electronically in *DEFINE (VE5 & VP5).

Obtain permission to travel (Cont'd)

Washington DC

BEFORE traveling to Washington D.C., the Office of State-Federal Relations (OSFR) in Austin must be informed about the timing and purpose of the trip.

The OSFR online form should only be completed if the state traveler intends to confer on legislative or appropriation issues with U.S. Congress (the Federal Government) Staff and/or Officials.

The online form can be found at the following website: <http://www.osfr.state.tx.us/>. From the OSFR web page, select the 'State Travel to D.C.' link; the form will require your agency name (*The University of Texas Arlington*) and a 3-digit Agency Code (714).

Note: If traveling to Washington D.C., section **W** (Washington D.C. Travel) found in the VE5 document must be completed regardless of the purpose of the trip (i.e., political reasons, attending a meeting or conference, etc).

Foreign Travel

Foreign travel will require advance approval by the Vice President of Research or by a designee of the President. These individuals are selected to act in the official capacity of approving all international travel on behalf of the President of the University.

To obtain approval for the foreign travel, the department should "FYA" (for your approval) the electronic travel request (VE5) to the TR FOREIGN desk in *DEFINE. If the department is processing the paper RTA form, this information should be mailed or delivered to the Office of Research by the department for approval.

As a general rule, the foreign travel request should be submitted 30 days in advance of the departure. The approval for foreign travel is not required for travel to Canada, Mexico and U.S. possessions.

Corporate Travel Card

The Corporate Travel card is a JP Morgan Chase Master Card. The card is used for official University travel expenses (i.e., commercial airfare, taxi, lodging, restaurant expenses, rental cars, and airport parking). Even though an employee is not required to accept or apply for a state-issued card, state contracted airfares can only be charged to the Corporate Travel Card. The Corporate Travel Card should only be used for UT Arlington state business, not for personal expenditures. Credit card charges will be monitored by the University for unauthorized Expenses. Failure to follow the guidelines of the card could result in disciplinary action and cancellation of the card.

Who is eligible for a Corporate Travel Card?

- To be eligible for a state-issued travel card the employee must take, or expect to take, three or more trips per fiscal year (Sept 1- Aug 31), or spend \$500.00 each fiscal year on UT Arlington business.

How to obtain a Corporate Travel Card?

- To apply for a Corporate Travel Card, the traveler must complete the JP Morgan Chase Travel Cardholder Account application. The application can be found in the Resource Library in the Departmental Form section.
- The signed application should be mailed to the Office of Accounting and Business Services at Box 19136 or faxed to 27135.
- The Program Administrator will forward the application to JP Morgan Chase for processing. This process normally takes 7-10 days. The travel card will be mailed to the card member.

Travel Reimbursements - General Provision

Conservation of Funds

An employee's travel must be planned to achieve maximum savings. The travel expenses must be the lowest possible considering all relevant circumstances.

A university department may adopt expense reimbursement and payment rates lower than the maximum rate.

Weekend Travel

If official state business temporarily ends on Friday and resumes on Monday, the employee may have the option of staying at the duty point or returning to headquarters for the weekend. If the employee chooses to remain at the duty point, expenses for the weekend are subject to the same limitations as weekday travel.

If the traveler decides to return to headquarters, reimbursement is limited to the lesser of the cost of returning to headquarters versus staying at the duty point.

If an employee arrives one day before or returns one day after a meeting or conference, the travel expenses are reimbursable. Expenses outside of this time frame will only be reimbursed if the employee can demonstrate the cost effectiveness of the extended stay.

Cancellation Charges

A cancellation charge is reimbursable only if the charge is incurred for a business related reason, adverse weather conditions, a natural disaster or personal illness.

Internal Control

Proper internal control procedures require that an individual does not approve disbursements of funds to himself/herself. Therefore, a Dean, Director, or Department Chair should forward their Travel Payment document to the person to whom he or she reports for approval or have their supervisor's handwritten approval on the supporting paperwork.

Timing

An employee should make every effort to submit their expenses for reimbursement no later than 60 days after the last day of travel. Expenses greater than 60 days will require an attached explanation as to the reason(s) for the lateness, also after 60 days the system will generate an automatic disencumbrance. Vouchers submitted 120 days after the last day of travel, may not be reimbursed by the University. If a travel advance was used to pay for travel related expenses, the traveler may be taxed on any unreturned amounts over 120 days.

Exceptions

There may be occasions when employees want to request an exception to some portion of the travel rules (this applies only to accounts following UT local rules). All requests are approved by the Vice President of Business Affairs and Controller. The following action must be taken:

- To request the exception, the traveler must submit a letter to the Vice President of Business Affairs and Controller office at Box 19136.
- The request must clearly explain why the exception is necessary and how it will benefit the University.

Note: The circumstances of the request will be taken under consideration. Any exception ultimately granted does NOT alter the existing travel policy and should not be construed as precedent for allowing repeated exceptions to the existing policy.

Contracted Vendors for Travel

Airfare

- The designated vendor for airfare is Corporate Travel Planners, Inc. CTPI is authorized by the University to book airline flights and direct bill the University. All airfare must be booked through this agency. If there is an exception for not using CTPI, prior approval from the Vice President of Business Affairs and Controller will be required.
- Before making a reservation, a Request for Travel Authorization must be completed and approved by the department. The RTA number (TV08999888) assigned on the electronic document (VE5) or the RTA number (T50467) assigned by Travel Services must be provided to CTPI when making a reservation.
- For reservations, contact CTPI at 1-866-366-1142. If travel arrangements are necessary after business hours or weekends, call 1-800-441-6512 and provide the code S2P2A.

Note: Travel arrangements after business hours or weekends should only be made in emergency situations. If arrangements are necessary, there will be an additional fee charged to the department per telephone call (not per arrangement) for after-hour service. It is strongly recommended you make travel arrangements during normal business hours.

Auto Rental & Hotels

- A list of contracted vendors for car rental agencies and hotels is published by the Texas Procurement and Support Services. This information can be viewed at the following website: <http://www.window.state.tx.us/procurement/prog/stmp/>
- When reserving a car through a contracted vendor, the agencies will require the University's 3-digit agency code (714).
- 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:
 - Advantage: 714 TXC
 - Avis: F999 714
 - Enterprise: TX 714

State Rules (AUTO RENTAL & HOTELS)

- Contracted Vendors are required when using state funded accounts. If an employee anticipates that a contracted vendor and/or rate cannot be used in accordance with state guidelines, an approved exception must be provided on the Travel Payment Voucher. A list of approved exceptions for state accounts can be found at the following website in the *Travel Audits and Exceptions* section: <http://www.window.state.tx.us/procurement/prog/stmp/>

Local Rules (AUTO RENTAL & HOTELS)

- Contracted vendors are recommended when using local accounts.

Mode of Transportation

An employee traveling by rented or public transportation while on official UT Arlington business is entitled to the following types of transportation reimbursement:

Commercial Air - General Rules

- Employees are reimbursed at the lowest available airfare from designated headquarters to duty point.
- First class or business class airfare will only be reimbursed at the coach class rate; unless a reasonable medical necessity is provided.
- Receipts for airfare, including ticket-less air travel, are required. When booking airfare on line, use the view/print receipt page for proof of payment (the booking page is not a receipt).

Mode of Transportation (Cont'd)

Commercial Air - General Rules

- If the original airline receipt is not available, the following proof for air transportation will be accepted:
 - A copy of the airline ticket along with a certification statement (letter/memo) signed by the department head explaining why the original ticket was not available.
 - If the original ticket or a copy of the ticket is not available, then the travel agency invoice (itinerary) along with a certification statement must be submitted. Also, proof of payment must be shown.
 - If the employee is unable to provide the original ticket, a copy of the ticket or the itinerary, then a credit card receipt along with a certification statement must be submitted.

Note: When using an electronic ticket, a fax of the itinerary showing the name of the airline, destination, class, amount and proof of payment will be accepted without a memo from the department.

State Rules (COMMERCIAL AIR)

- When using a state funded account, the reimbursement for commercial air transportation may not exceed the cost of the lowest available airfare.

Personally owned motor vehicle - General Rules

- If a personally owned car is used to drive out-of-state, a statement must be provided with the travel payment voucher indicating the cost effectiveness of driving compared to flying the cheapest airfare.
- If travel occurs during working hours, reimbursement for mileage between an employee's residence and place of employment is not allowed.
- If travel occurs during non-working hours, employees may be reimbursed for mileage from their residence to the nearest airport.
- If travel occurs on a work day, mileage must begin and end at the employee's place of employment, except where cost of mileage from the employee's residence is less than or equal to travel from headquarters (a statement is required on the payment voucher explaining the cost-effectiveness).
- An employee may be reimbursed for the mileage incurred by another person transporting the employee to the airport.
- Mileage may be determined by using the Texas Comptroller of Public Accounts Mileage Guide. The guide list official mileage from headquarters to several destinations in Texas and other surrounding states (AR, LA, NM, OK). The Mileage Guide is available at: <http://www.window.state.tx.us/comptrol/texastra.html>

State Rules (PERSONALLY OWNED MOTOR VEHICLE)

- When State Funds are used, the mileage rate is **\$0.55** (cents) per mile.
Note: Mileage rate prior to Jan 1, 2009, can be reimbursed **\$0.585** (cents) per mile.
- Coordination of travel must occur when two to four employees employed by the same department, travel from the same headquarters, to the same duty point, at the same time. If this occurs, only one of the employees may be reimbursed for mileage. However, mileage incurred while traveling to a pick up point by other employees may be reimbursed. Coordination of travel is not required if it is determined impractical for business reasons.

Local Rules (PERSONALLY OWNED MOTOR VEHICLE)

- When Local Funds are used, the mileage rate is **\$0.55** (cents) per mile.
Note: Mileage rate prior to Jan 1, 2009, can be reimbursed **\$0.585** (cents) per mile.

Mode of Transportation (Cont'd)

University Owned Vehicle

- Gasoline purchased by an employee while using a University owned vehicle is reimbursable.

Rented Vehicle

- When an employee uses a rental vehicle for both personal and state business, only the portion that applies to state business may be reimbursed. If the rental was necessary only because the employee combined personal and state business, this expense is not reimbursable.
- If two or more employees share a rented vehicle, only the employee who paid the cost of renting the vehicle may be reimbursed. The other employee may not be reimbursed for any costs associated with the rental (i.e., gasoline, parking or toll).
- The State Comptroller has ruled that charges for personal accident insurance, safe trip insurance and personal effects insurance are not reimbursable.
- When using a contracted vendor for a car rental, the Collision Damage Waiver (also known as Liability Damage Waiver) insurance is included in the rental rate. Therefore, if renting an automobile from a contracted vendor, the employee should refuse the CDW insurance. If the insurance is not refused, the university will not reimburse the duplicate charge.

Note: If renting an automobile from a non-contracted vendor the CDW will be reimbursed. Be aware when other rental agencies are used (non-contracted) the traveler risks paying higher rates and paying for items that may not be reimbursed by the University.

- Fuel charges incurred for a rental car are reimbursable to the employee with a valid receipt.
- Sales tax on cars rented in the State of Texas or any other state is reimbursable.
- The University does not authorize direct bill for vehicle rentals.

Travel by Mass Transit (Bus, Subway) or Taxi

- If per diem is claimed, receipts are not required when traveling *WITHIN* a city via public transportation.
- If actual expenses are claimed, receipts are required.
- If public transportation (Bus or Train) is used for travel *BETWEEN* cities, a receipt is required.
- Tips are reimbursable on local accounts.
- Tips are not reimbursable on state accounts.

Parking

- Parking fees acquired while conducting University business are reimbursable.
- If per diem is claimed, a receipt is not necessary.

Per Diem or Actual Expenses

- **Per Diem:** A daily allowance to cover meals and incidentals for travel expenses incurred while on official university business.
- **Actual Expenses:** This is the actual cost of the goods or services.

Note: Per Diem and Actual Expenses can be claimed on the same day. These expenses must be itemized on the travel payment voucher by date. If per diem is claimed, receipts are not required. If actual expenses are claimed, receipts are required.

Incidental Fees

- Incidental Fees are necessary and reasonable expenses incurred while traveling on UT Arlington state business.
- These fees are reimbursed up to \$40 (maximum) a day. If incidental fees are claimed, receipts are not required.
- Incidental fees are exclusive to local travel rules and for travel in the continental U.S.

Examples of Reimbursable Incidental Expenses are:

- | | | |
|----------------------|----------------|-----------|
| ✚ Tips or Gratuities | ✚ Dry Cleaning | ✚ Taxi |
| ✚ Laundry | ✚ Subway | ✚ Parking |

Note: Incidental expenses are included in the daily per diem for foreign travel.

Local Rules (INCIDENTAL FEES)

- Taxi and Parking should be reported in the Other Travel section of the VP5 document using MISC (Miscellaneous) as the Type code.

State Rules (INCIDENTAL FEES)

- Taxi should be reported in the Transportation section of the VP5 document.
- Parking should be reported in the Other Travel section of the VP5 document using PARK (parking) as the Type code.
- Tips, Gratuities, Laundry or Dry Cleaning are NOT reimbursable.

Miscellaneous Fees

The following expenses are not incidental fees, but are reimbursable as miscellaneous expenses. Miscellaneous expenses must be supported with paid receipts and be necessary for state business.

| Reimbursable Miscellaneous Expenses (partial list) | Non-Reimbursable Miscellaneous Expenses (partial list) |
|---|---|
| <ul style="list-style-type: none"> • Admittance fees • Books purchased for a seminar • Business telephone calls • Hotel city tax • Copying charges • Departure taxes in foreign countries • Facsimile charges • Foreign currency exchange charges • Gasoline for rental or state-owned vehicle | <ul style="list-style-type: none"> • Inoculations • Hotel local tax • Mandatory service charges • Notary fees • Passport or visa charges • Postage • Repair charges for state owned vehicles • The cost of money orders • Toll charges • Traveler's check charges if the purchase is required • Hotel occupancy tax |
| | <ul style="list-style-type: none"> • Alcoholic beverages • Excess baggage charges for personal belongings • Expenses related to the operation of a personally owned vehicle (Gasoline) • Kennel expenses for a pet • Locker rental for baggage storage • Rental of videotapes for personal entertainment • Sporting Events • State of Texas Sales Tax • Tips or Gratuities (State Accounts) • Tours |

Meals & Lodging

State Rules (MEALS & LODGING)

- Daily limit for meals may not exceed \$36, when traveling in the State of Texas.
- Daily limit for lodging may not exceed \$85, when traveling in the State of Texas.
- Per Diem for International travel is available at:
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
- Per Diem for travel to Hawaii, Alaska and US possessions are available at:
<http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>
- Travel outside of Texas, but in the Continental U.S, is based on limits set for each locality. Per Diem rates for travel outside of Texas are available at the following site: (Click *Per Diem Rates* under *Most Requested Links*) <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

The meal rate is based on the limits set for each locality. Links to Domestic Maximum Per Diem Rates and Instructions for Calculating Median Rates are available at:
https://fm.xcpa.state.tx.us/fm/travel/out_of_state/index.php

Important: Travelers must print and retain a copy of the federal rate schedule used to calculate the meal and lodging rates for the dates traveled. Also, send a copy of this information along with your support documentation to Travel Services.

Local Rules (MEALS & LODGING)

- Daily per diem is \$36 for meals and \$40 (maximum) for incidentals.
- If the city is listed on the IRS table (high/low localities table 2), the daily per diem can be reimbursed at \$46 for meals and \$40 (maximum) for incidentals. The IRS table is available at:
<http://www.irs.gov/pub/irs-pdf/p1542.pdf>
- Reimbursement for lodging may be reimbursed at a reasonable rate determined by the department. An itemized, original receipt must be provided to claim reimbursement.
- Texas State Lodging Tax will not be reimbursed, but other hotel taxes such as city, county, local or out-of-state taxes are reimbursable. A Hotel Occupancy Tax Exemption form should be presented to the Texas lodging establishment. The Hotel Occupancy Tax Exemption form can be found at the following site: <http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf>.
- Per diem for International travel is available at:
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

General Rules for Meals and Lodging

- Only single occupancy rates can be claimed. If two or more occupants share a room, the traveler may only claim the single rate. If the single rate is the same as for double occupancy, this must be stated on the receipt.
- Excess meal and lodging expenses for one day may not be carried forward or backward to another day.
- Travel expenses incurred one day before or one day after official business are reimbursable.
- Travel expenses acquired more than one day before or after official business are reimbursable only if the expenses were incurred to qualify for a discount airfare and/or results in a savings to the University.
- A traveler may be reimbursed for another person(s) meal while conducting official state business (this only applies to local accounts). The original paid receipt is required. The reimbursement must be paid from the M&O (maintenance and operation) budget category and processed on a VP2 document. Also, the official occasion expense form must be completed by the traveler.

Meals & Lodging (Cont'd)

General Rules for Meals and Lodging

- A traveler may pay for, and be reimbursed for, another employees or students lodging expense. The names of the university employees or the students must be listed on/or with the receipt. (This only applies to local accounts)

Note: A statement from the employee whose expenses were paid must be included with or on the travel payment voucher stating they will not submit a claim for travel expenses already reimbursed to the employee who paid the expense.

- A direct bill from a hotel for lodging can only be used for a prospective employee or consultant. This payment should be processed on the Service Payment Request (VP2) voucher in *DEFINE. If paying a direct bill for a prospective, use object code 1270 or if paying for a consultant, use object code 1260 on the payment voucher.

Note: Always reference the RTA# in the PO# field of the VP2 document.

State Rules (GENERAL RULES FOR MEALS AND LODGING)

- If two or more employees share lodging, the expense should be divided equally between the employees.
- An employee can only be reimbursed for their own expenditures. When using a state account, they are not allowed reimbursement for expenditures incurred by other individuals.

Prohibited Reimbursements

- An employee may not be reimbursed for lodging expenses incurred within the employee's designated headquarters, but meals are reimbursable. This type of expense should be reimbursed on a VP2 document in *DEFINE. It must be paid from the M&O (maintenance and operation) budget category, not travel. Also, the Official Occasion Expense form must be completed.
- When processing travel reimbursements, alcoholic beverages are not reimbursable from the travel budget category. This type of expense can be reimbursed from the M&O budget category on a VP2 document in *DEFINE. (This only applies to local accounts).

Tips & Gratuities

State Rules (TIPS & GRATUITIES)

- Tips and gratuities are not reimbursable when using a state account.

Local Rules (TIPS & GRATUITIES)

- Local accounts may reimburse tips and gratuities incurred during travel for official business. The tip or gratuity is separate from the daily meal limit. This should be included in the \$40 (maximum) incidental expenses.

Overnight Travel in Texas

State Rules (OVERNIGHT TRAVEL IN TEXAS)

- When using a state account, meal expenses may not exceed \$36 per day and lodging expenses may not exceed \$85 per day.

Local Rules (OVERNIGHT TRAVEL IN TEXAS)

- If claiming per diem, meals are limited to \$36 per day. Reimbursement for lodging may be reimbursed at a reasonable rate determined by the department.

Meals & Lodging (Cont'd)

Non-Overnight / Metroplex Travel (One-Day Travel)

Non-Overnight travel can be reimbursed on the Service Payment Request Document (VP2) in *DEFINE. Non-overnight / Metroplex travel involves:

- No overnight stay
- No rental car or airline ticket expense to be reimbursed

Reimbursable Expenses for One Day Travel:

- To be reimbursed for meals the trip must be 6 hours or more. Per diem CANNOT be claimed on a one-day travel. The actual cost will be reimbursed to the traveler. An original paid receipt is required for reimbursement.

Note: The Official Occasion Expense form must be completed and submitted with receipts if reimbursing meals from the **50** (M&O) budget category; the form is not required when reimbursing from the **75** (Travel).

- Incidental expenses (e.g., parking, toll fee, etc) may be reimbursed. Original receipts are required. If receipts are not available, an explanation signed by your department head must be submitted. It must explain how the expense is related to the travel.
- Registration fee is reimbursable. The traveler's name, name of the organization, date and payment received must be clearly stated on the receipt.
- Mileage is reimbursable. A detailed mileage log that supports the date of travel, origination point (headquarters), destination (name of city) and total miles driven must be included with the payment voucher.
- Texas State Sales Tax is not reimbursable. A Tax Exemption Certification form must be presented with each purchase.

Foreign Travel

- Reimbursement for lodging is limited to the actual expenses.
- Meals are reimbursed at the foreign per diem rate.
- Per diem for International travel is available at:
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
- Foreign travel expenses must be converted to U.S. dollars (refer to the following website: <http://oanda.com/converter/classic>).
- When converting foreign currency, use the conversion rate for the day the bill was settled/paid. Screen-print the information obtained from the web page and attach a copy to the travel voucher cover sheet. Also, a copy of the traveler's monthly credit card statement showing the billing in dollars can be used.
- It is also helpful, if the traveler would interpret each receipt by making a note of the type of expense being paid; the total amount paid and states the reason for the expense.

Frequently Asked Questions

Who is entitled to a travel reimbursement?

Any UT Arlington employee, prospective employee, consultant, speaker, or student is entitled to reimbursement for travel expenses incurred while attending *official University business*.

What forms are required for reimbursement?

- **Request for Travel Authorization (VE5)** – The RTA must be prepared and approved by the department *BEFORE* an employee can be reimbursed for travel. The RTA is created in *DEFINE using command VE5 or processed on the paper RTA form.
- **Travel Payment Voucher (VP5)** - The travel payment voucher is prepared when reimbursing business travel expenses. This voucher is created in *DEFINE using command VP5 or processed on the paper travel payment voucher. Original receipts must be attached to a travel voucher cover sheet. The traveler must sign and forward the cover sheet with receipts to the Office of Accounting at Box 19135.
- **Texas Hotel Occupancy Tax Exemption Certificate:** The UT Arlington traveler must provide this form to the Texas lodging establishment in order to be exempt from state lodging taxes. The form can be found at: <http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf>.
- All **travel forms** (RTA, Travel Payment Voucher, and Travel Voucher Cover Sheet) can be found in the Resource Library in the departmental form section.

What receipts are required?

- Airline ticket receipts - only if the traveler pays for the tickets.
- Car rental itemized receipts.
- Taxi, bus, or train receipts, for travel **BETWEEN** cities.
- Lodging receipts – must be itemized
- If claiming actual expenses, original *paid* receipts (payment method must be reflected on receipt, i.e., cash, check, credit card)
- Registration receipts - if paid by the traveler.
- Receipts for Miscellaneous expenses - if allowable.

How are receipts assembled with the Travel Voucher Cover Sheet?

- Small receipts (with information on 1 side) should be taped to an 8.5 x 11 inch sheet of paper. Do not cover relevant information with other receipts or tape.
- Receipts with information on 2 sides should not be taped.
- Foreign receipts should note the exchange rates being used. It is also, helpful for the traveler to interpret each receipt by making a note of the total paid and state the reason for the expense.
- Receipts should be attached to the travel voucher cover sheet, and sent to Travel Services at Box 19135 for processing. Please do not use staples, except when stapling all the receipts to the Travel Voucher Cover Sheet.

Common VP5 Errors

1. Incorrect Location (L) Codes in sections 1 and 3 of the VP5 document.
2. Not separating taxes from lodging.
3. Including the state sales tax with Texas hotel expenses.
4. Exceeding daily meal and/or lodging limits.
5. Combining State and Local funds on the same payment voucher.
6. Typing the expenses in the wrong section of the travel document.
7. Reporting of Tips – Not separating tips from meals and lodging with local funds.
8. Claiming expenses that are not allowed (e.g.: personal phone calls, in-room movies, etc.).
9. Not itemizing the incidental fees.
10. Omitting traveler's signature on the travel voucher cover sheet and omitting exchange rates when necessary.
11. Not converting currency at the point of sale. When converting foreign currency use the conversion rate for the day the bill was settled / paid.

Travel Resources & Helpful Links

Travel Services Contact Information:

| | | |
|----------------------------------|---------------|------------------|
| Judy Smith (Travel Analyst) | 817-272-2918 | jlsmith@uta.edu |
| Kenneth Randell (Travel Analyst) | 817-272-7100 | krandell@uta.edu |
| Paul Goyne (Manager) | 817-272- 3404 | goyne@uta.edu |

Authorization for Professional Services (APS) - Fiscal Policy & Procedures (1-19)

<http://policy.uta.edu/index.php?navid=10366&resid=13608>

Contracted Rates for Airfare, Car Rental and Hotel Reservations

Texas Procurement and Support Services website:

<http://www.window.state.tx.us/procurement/prog/stmp/>

Note: Contracted Vendors are required when using state funded accounts.

Corporate Travel Planners, Inc (CTPI): <http://www.utctp.com/>

To make reservations, contact CTPI at 1-866-366-1142. If travel arrangements are necessary after business hours or on the weekend, call 1-800-441-6512 and provide the code S2P2A.

Note: Travel arrangements after business hours or weekends should only be made in emergency situations. If arrangements are necessary, there will be an additional fee charged to the department per telephone call (not per arrangement) for after-hour service. It is strongly recommended you make travel arrangements during normal business hours.

Currency Converter – Foreign Travel

When converting foreign currency, use the conversion rate for the day the bill was settled/paid. Screen-print the information obtained from the web page and attach a copy to the travel voucher cover sheet. Also, a copy of the traveler's monthly credit card statement showing the billing in dollars can be used. The currency converter web page can be found at: <http://oanda.com/converter/classic>

International/Foreign travel

- Per Diem Rates may be located at Foreign Travel US Department of State:
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Local Accounts/Funds

- If the city is listed on the IRS table (high/low localities table 2), the daily per diem can be reimbursed at \$46 for meals and \$40 (maximum) for incidentals.
<http://www.irs.gov/pub/irs-pdf/p1542.pdf>

State Accounts/Funds

- Travel Outside of Texas, but in the Continental US Per Diem Rates
<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>
- Maximum Per Diem Rates and Instructions for Calculating Median Rates
https://fm.x.cpa.state.tx.us/fm/travel/out_of_state/index.php
Important: Travelers must print and retain a copy of the federal rate schedule used to calculate the meal and lodging rates for the dates traveled.
- Per Diem for travel to Hawaii, Alaska and US possessions are available at:
<http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>

Travel Resources & Helpful Links

Mileage

Mileage between Addresses: <http://maps.yahoo.com> or <http://www.mapquest.com>

Texas Mileage Guide: <http://www.window.state.tx.us/comptrol/texastra.html>

Travel to Washington D.C.

Texas Office of State-Federal Relations Online OSFR form Travel:

<http://www.osfr.state.tx.us/travelform.asp>

UTA - Travel Department

<http://www.uta.edu/oabs/travel>

UTA – Resource Library

<http://www3.uta.edu/policy/>

Fiscal Regulations & Forms

Authorization for Professional Services: <http://www.uta.edu/policy/forms/payroll/PR1-8.pdf>

Check Distribution & Change of Address: <http://www.uta.edu/policy/forms/payroll/PR1-2.pdf>

Metroplex Mileage Detailed Report: <http://www.uta.edu/policy/forms/travel/2-96.pdf>

Official Occasion Expense Form: <http://www.uta.edu/policy/forms/travel/2-98.pdf>

Texas Sales and Use Tax Exemption Certification:

<http://www.cpa.state.tx.us/taxinfo/taxforms/01-3392.pdf>

Texas Hotel Occupancy Tax Exemption Certificate:

<http://www.cpa.state.tx.us/taxinfo/taxforms/12-302.pdf>

Travel Advance (Paper Voucher): <http://www.uta.edu/policy/forms/travel/2-93.pdf>

Travel Authorization Request (Paper Voucher): <http://www.uta.edu/policy/forms/travel/2-91.pdf>

Travel Voucher – (Paper Voucher): <http://www.uta.edu/policy/forms/travel/2-92.pdf>

Travel Voucher Cover Sheet: <http://www.uta.edu/policy/forms/travel/2-100.pdf>

Travel Voucher Cover Sheet for Multiple Accounts: <http://www.uta.edu/policy/forms/travel/2-97.pdf>