

TRAVEL

Pre-Travel
And
Post-Travel

Pre-Travel (Domestic)

Travel Authorization

- Information needed:
 - Travelers Empl. ID#, travel dates, travel location, brief travel purpose description, funding source(Cost Center #), encumbrance amount (amount \$ without flight).
 - If a student is traveling, please double check they are active in the system. If not submit a **Student Reimbursement Information Form** accounts payable.
- Submit to COS BC for processing.
 - Once processed/approved you will receive email with TA#.
 - After receiving the approved TA contact Anthony Travel for flight arrangements. You may also proceed in making all your travel arrangements.
- Remember all travel expenses paid by the traveler are reimbursed after-the-fact. (including Registration/Abstract fees.) IF need to pay before hand please submit registration request thru miner mall/direct pay.

Pre-Travel (International)

- Please double check if approval from the International Oversight Committee/IOC is needed.
 - If the travel location is listed under the **Restricted Region List** an approved IOC form is required to be attached to the Travel Authorization request.
<https://www.utep.edu/travel/international-travel-planning/index.html>
- If an IOC is not required proceed with requesting the Travel Authorization (TA) (as mentioned on the previous slide). Please note on request International location is not on the Restricted Region List.

Transportation

- Airfare cannot be reimbursed if paid by employee or student outside of Anthony Travel.
 - If using University funds (cost center or grants) all airfare and/or car rental, must be booked by Anthony Travel.
- The use of personal vehicles when traveling is highly discouraged .
 - If expecting reimbursement for transportation, while using a personal vehicle: two quotes will be needed: a comprehensive flight quote and a comprehensive car rental quote (both from Anthony Travel). A mileage log and Map Quest will be required. **Employee will be reimbursed the lowest amount.**
 - When using a personal vehicle, employee **will not** be reimbursed for both mileage and fuel.

Cash Advances

- Faculty and staff members can request a cash advance prior to traveling. Cash advances cannot be processed to students.
 - Funds up to 90% of Meal and Lodging Per Diem, Requirements:
 - Only for full time employees, no outstanding cash advances, and must be a minimum of 3 overnight stays
- Group Travel Advance request requirements:
 - University full time employees traveling with a group, no outstanding cash advances, complete list of students must be provided, and students must sign off for any monetary amount received from the issued cash advance
- Required Documents
 - GSA Per Diem Rate of Destination, signed Payroll Deduction Form, Approved Travel Authorization
- Any unused funds must be deposited at Cashiers.

Post-Travel Reimbursement - Requirements

- All reimbursements are done Post-Travel.
- Provide the TA# on the notes section.
- If international trip provide the XE Travel Expense Calculator conversion
- Provide a copy of flight itinerary with travel dates.
- Provide attached copy of car rental receipt with dates and amounts if applicable.
- Additional backup documentation needed:
 - Itemized receipts but not limited to hotel, gas, taxi/uber, mileage log with map quest, registration, and abstract fees.
 - Receipts must have method of payment (cash, credit card, or check-or provided copy bank/credit card statement showing date, to whom paid and amount).
- If requesting meal per-diem, please add a note on the comments stating the amount per day and number of days.

Post-Travel Notes

- Provide as much detail information as possible to avoid delays.
 - Travel or Grants teams might request additional info for clarification or audit purposes. The sooner you respond the sooner your reimbursement will be finalized and reimbursed.
- All receipts submitted for reimbursement need to be itemized.
- Any reimbursement after 90 days will become taxable income.
 - Please submit as soon as the traveler returns from their trip.
- Texas State Sales tax is not reimbursable. Use Texas Hotel Occupancy Tax Exemption Certificate for Hotel stay in Texas. *(provided on COS BC page under forms)*

Reminders

- A Travel Authorization is required for all Travel outside El Paso City Limits.
- You have view access to Travel Authorization and Reimbursements in PeopleSoft
- If lodging exceeds per diem, a justification is needed for excess amount. If on a grant, a brief justification for overage and how expense benefits the grant is required.
- Airbnb reimbursements are allowed. (Grants don't reimburse for all incurred fees)
- For any reservation Anthony Travel will need:
 - Preferred itinerary (airline and flight numbers), traveler's legal name as it appears on their passport/license, date of birth, and a contact number.
- For students, the requirements through VPSA need to be completed once TA is approved and 5-7 days prior to travel.
- Be aware tips are not allowed on grants. Cost Centers limit tips to 20%.

Non-Travel Reimbursements

- An Entertainment form is needed:
 - For food, flowers, plants, gift cards, awards, supplies used for events, payment of water, coffee or any other type of purchase considered entertainment that is requested to get reimbursed.
 - For gifts, along with list of individual or employee receiving the gifts
 - For gift cards purchased, along with the names of individuals who received them. Gift cards **cannot** be distributed to UTEP employees (including student employees).
- The sales tax can **not** be reimbursed for these expenses. Please use Texas Sales Tax Exempt Certification to avoid paying taxes for any UTEP related purchase.

HoOP Chapter 12

- Ch. 12 provides guidelines for Entertainment Expenses, Tangible Awards and Gifts. Section describes what is allowable and not allowable. Also set amounts of how much can be reimbursed.
 - Business meals
 - Purchase of food and refreshments
 - Rentals and event costs incurred for receptions, banquets, and other parties
 - Achievement awards, gifts, gift cards/certificates
 - Tickets for entertainment or art events
 - Flowers/Plants

Business Meals Per Diem

- Breakfast \$18.00
- Lunch \$25.00
- Dinner** \$70.00
- Parking \$10.00

**Dinner rates include the cost of alcoholic beverages and paid for through unrestricted gift or discretionary funds only.

Gratuities may be reimbursed, provided the gratuity does not exceed 20% of total bill. (Not allowed on grants**)

Other Guidelines

- Expenses for flowers/plants for non-University sponsored events may not exceed \$100
- Employee Awards - **tangible award** may be presented to employees. Limit \$100
 - Examples of awards include but are not limited to gifts, plaques, pins, certificates, and trophies (limit amount includes shipping fees).
- Non-Employee Awards - Cash or non-cash awards may be presented to **non-employees** for special achievement or outstanding service. Limit \$50
- Gift cards or gift certificates can be paid to a human research participant who is a **non-employee** providing a deliverable or service. Limit \$50

Other purchases

- Purchases of supplies, equipment (small pieces), and books or supporting materials can be purchased by an employee
 - These reimbursements do not require an entertainment form
 - Receipt must be legible and itemize and showing method of payment
 - For items purchases through Amazon, the receipt needs to show items shipped and no sales tax will be reimbursed.
 - All shipping receipts need to show to UTEP.

Non-Travel Reimbursements

- Information Required for reimbursement request:
 - Employee user name (msanroman with out the utep@edu)
 - Cost center or grant number
 - Reimbursement requested amount
 - Brief note on purpose for request (what and why items needed to purchased and why not purchased through miner mall).
 - Attach documents/backup
 - Receipts must show a method of payment and need to be itemized
 - All Furniture purchases should be done thru Miner Mall.

Important Links

- Entertainment Expense Form

<https://www.utep.edu/vpba/business-process-guidelines/Files/docs/EntertainmentExpenseForm1.pdf>

- Tax Exempt Form

<https://www.utep.edu/purchasing-and-general-services/pgs-departments/purchasing/texas-sales-and-tax-exemption.html>

- Texas Hotel Occupancy Tax exempt Certificate

<https://www.utep.edu/vpba/forms-library/Files/docs/online-forms/12-302.pdf>

- Handbook of Operating Procedures, Section 7, Chapter 12

<https://www.utep.edu/hoop/section-7/ch-12.html>

- International Oversight Committee

<https://www.utep.edu/travel/international-travel-planning/international-oversight-committee.html>

- Rental Vehicle vs Mileage Reimbursement Calculator Option for Comprehensive Rental Quotes

<https://fmx.cpa.texas.gov/fmx/travel/mileage>

Any questions?