

# STUDENT TRAVEL TIPS

## UTEP STUDENT TRAVEL WEBSITE

You must follow UTEP Travel Guidelines when utilizing UTEP funds. This means that some services cannot be paid for with UTEP funds. Please visit the [UTEP Student Travel website](#) to learn more about [the process](#) and coordinate with your UTEP travel planner well in advance of your trip.

## REIMBURSABLE EXPENSES

**PLEASE NOTE:** All receipts must show a total AND method of payment/zero balance. Most must also have YOUR name. UTEP cannot reimburse any tips for any services. **Every destination has a PER DIEM**, this means there is a maximum amount you can get for Accommodations & Meals. You may visit the following website to look this up: [Per Diem Rates | GSA](#)

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### TRANSPORTATION

- **Airfare:** MUST BE PURCHASED THROUGH [ANTHONY TRAVEL](#)
- **Rental Vehicle:** MUST BE PURCHASED THROUGH ANTHONY TRAVEL or utilize one of the <https://www.utep.edu/travel/planning-your-trip/rental-car-reservations.html>
- **Taxi/Shuttle/Uber:** Receipt showing method of payment/zero balance (Tips cannot be reimbursed)

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### ACCOMMODATIONS

- **Hotel/motel:** You may use Anthony Travel to help but is not required.  
LOOK FOR A HOTEL WITHIN THE PER DIEM.  
YOUR HOTEL RECEIPT MUST have your name, daily charges, method of payment and a zero balance.  
*IF YOU SHARE A ROOM*, you must ask the front desk for individual receipts for your portion.  
IF YOUR HOTEL IS IN TEXAS, you are exempt from occupancy taxes; HOWEVER, you must present a completed version of the following form to the hotel front desk check in:  
[https://www.utep.edu/vpba/forms-library/\\_files/docs/online-forms/12-302.pdf](https://www.utep.edu/vpba/forms-library/_files/docs/online-forms/12-302.pdf)
- **Air BnB/VRBO/ETC:** DO NOT USE.

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### FOOD/MEALS

- Keep ALL receipts!

## AFTER RETURNING

Turn in all receipts to the UTEP employee that created your travel authorization. Once things are submitted, you will need to access PeopleSoft to verify the expenses. Please keep in mind that the per diem rates may mean that you will not get all your expenses paid.