



Reimbursement / Travel Guidelines & FAQs

Submissions

All reimbursement and travel authorization requests must be submitted through the respective [Business Center](#) form with appropriate documentation attached. The Business Center will then route the request through PeopleSoft.

Reimbursements

- All reimbursement requests must be submitted within **90 days** of the date of travel or purchase.
 - Exception: Conference registration fees may be submitted beyond 90 days if the conference occurs more than 90 days after the registration purchase.
- All reimbursement requests must be submitted **no later than June 30** of each fiscal year. Requests submitted after this date may be denied due to fiscal year closeout.
- Reimbursements utilizing Faculty Development Funds (FDF) must be submitted **no later than May 15** of each fiscal year.

Travel

All business travel must be properly reviewed and approved in advance to ensure compliance with University and departmental policies.

- Supervisory approval through PeopleSoft required for all business travel resulting in:
 - An absence of half a day or more during normal working hours, regardless of cost
 - Travel outside of El Paso County reimbursed through University funds
 - Any travel expenses reimbursed through University funds
- Travel or events occurring between **July 1 and August 31** fall within the fiscal year transition period and are subject to additional restrictions:
 - Reimbursements during this period may be delayed or denied.
 - To ensure reimbursement eligibility for travel, all travel authorizations must be submitted and approved on or before **June 30**.

Receipts and Invoices – Important Information

Guidelines outlined here apply to all subsequent mentions of receipts and invoices.

All receipts or invoices must be itemized and include method of payment and date.

Anytime the method of payment or date is not shown, a bank or credit card statement may be provided as supplemental documentation. Please note that for security reasons, this supplemental documentation **may not include personal/sensitive information** or any other transactions.

Vendor Taxes

Tax may not be reimbursed for in-state expenses. For tax relief, please provide the vendor with the [Texas Hotel Occupancy Tax Exemption Certificate](#) for lodging-related expenses, and the [UTEP Sales and Use Tax Exemption Certification](#) for all other expenses.

Meetings and conferences

Required:

- Flight itinerary (as proof of travel)
 - Must include **name of UTEP traveler**
 - **Important information:** personally booked flights are **not** eligible for reimbursement. Must be booked through Anthony Travel or Concur for usage of University funds.
- Meeting agenda or conference registration (as proof of attendance)
 - Registration fee reimbursable upon request / budget allowing

Optional / as needed:

- Lodging receipt
 - Must include **dates of stay and name of UTEP traveler**
 - Taxes for in-state hotels may not be reimbursed. Please provide the vendor with the [Texas Hotel Occupancy Tax Exemption Certificate](#).
 - Subject to **lodging per diem limits** found on the [Travel resources | GSA](#) website.
- Rental Car Receipt
 - Must include rental dates and name of the UTEP traveler
- Fuel Receipts
 - May be submitted in conjunction with rental car receipts

- If the rental was booked through Anthony Travel or Concur, or no reimbursement is requested for the rental itself, a copy of the rental itinerary must be included to reimburse fuel costs.
- Parking receipts
- Transportation receipts (note: tips not reimbursed per department policy)
 - Including ride apps (e.g., Lyft, Uber), public transportation, shuttle, etc.

Not accepted:

- Meal receipts (meal expenses will be reimbursed based on per diem rates; individual meal receipts are not required)
 - Exception: Meals provided as part of official UTEP events may be reimbursed upon request and are subject to the guidelines below. The corresponding per diem amount for each meal will be deducted from the daily total.

Mileage

Required:

- Signed [UTEP Mileage Reimbursement Log](#)
- [MapQuest](#) directions to each destination, showing mileage driven

Food & Drink / Gifts / Tangible Awards

Subject to limits found in [Chapter 12: Entertainment Expenses, Tangible Awards, and Gifts](#) of the UTEP Handbook of Operating Procedures.

Required:

- Signed [Entertainment Expense Form](#)
- Receipt

Not Reimbursable:

- Gift cards: Please reach out to the Business Center for gift card purchasing.

Courses

Required:

- Receipt / Invoice
- May require certificate of completion

Supplies / Subscriptions / Periodicals / Books

Required:

- *If bought in-store:* Receipt is required.
- *If delivered (ex. Amazon):*
 - Receipt showing UTEP address as delivery address (ex. Campbell Building or Central Receiving)
 - **Important information:** deliveries made to a home or other non-UTEP address will **not** be reimbursed.

As needed:

- Over-the-counter medications, chemicals, gases, and other hazardous materials must include [EH&S](#) approval in the reimbursement request.

Software and Applications

Required:

- [ISO approval](#)
- Receipt

Helpful Resources

- [Handbook of Operating Procedures Section VII - Financial Services](#)
- [Business Center](#)