

The Do's and Don'ts of Travel at UTEP

Seminar/Conference Fees

The following options are available for paying your registration for seminars or conferences:

- Registration is paid using a Pro-Card.
- Submit your registration form to the business center for pre-payment.
- Registration paid by employee. Submit your paid registration receipt to your business center representative for reimbursement upon completion of travel.

Reservations (Flight, Rental Car & Hotel)

Business-related air travel must be arranged through the UT System Contracted Travel Agency.

The following options are encouraged:

To work with a travel agent please use Anthony Travel.



UTTravel@AnthonyTravel.com

Toll Free: 844-260-4880

(Available 24 hours)

Local: 915-263-8810 (Available 8 a.m. to 5 p.m. Mountain Time)

Either you or your business center representative can reserve a flight, it is encouraged that the traveler make their own reservations.

To use an online booking tool please use Concur Solutions:



<https://www.concursolutions.com/>

Important facts:

1. Check to see if destination requires approval by International Oversight Committee.
2. Airfares will be paid by the University when booked with Anthony Travel and Concur Solutions.
3. First class airfare may be purchased only if it was the only available. Business class airfare may be reimbursed only if a lower airfare was not available; a statement from a UT System Contracted Travel Agency is needed for supporting documentation
4. State guidelines require travelers to use State Contracted hotels.
https://portal.cpa.state.tx.us/hotel/hotel_directory/
5. The UT System Contracted Travel Agencies must be used when traveling internationally, including Canada, Mexico, and Puerto Rico.
6. When reserving hotel accommodations a personal credit card will be required. The traveler is responsible for paying hotel expenses and paid receipts must be submitted to the department for reimbursement.
7. A [Texas State Tax Exemption Certificate](#) must be presented at all Texas hotels. Travelers will not be reimbursed for Texas state occupancy taxes.
8. Direct bill car rental reservations must be requested via the UT System Contracted Travel Agency. If you do not choose the direct bill option a personal credit card will be required at the time of vehicle pick-up. Receipts must be submitted to the department travel planner for reimbursement.
9. The traveler is responsible for paying the rental car and business related gasoline expenses. Receipts must be submitted to the department travel planner for reimbursement.

The following options are **no longer** available when booking your business-related air travel:

1. Internet travel websites (i.e., Travelocity, Expedia, Orbitz, Kayak etc.)
2. Direct airline purchase with the air carrier
3. The University no longer supports the SWABIZ online booking tool (Southwest Airlines)

Exceptions for not using the UT System Contracted Travel Agencies:

1. When travel is paid by an outside entity (not funded by the University)
2. Extreme weather conditions

Exceptions for not using state contracted hotels:

1. No state contracted hotel available for that city
2. No available rooms at state contracted hotels
3. Staying at hotel where seminar/conference is being held
4. If lodging exceeds per diem rates local funds can be used for overage reimbursement

Exceptions for not using state contracted rental car agencies:

1. State contracted rental car agency does not exist in the particular city.
2. No available cars with the state contracted rental car agencies.

Use of Personal Vehicle

State guidelines allow for business use of a personal vehicle. The traveler may be reimbursed for either mileage using the state approved standard mileage rate or gasoline receipts. The University will reimburse you for the lesser of the constructive airfare or mileage.

Receipts may not exceed the product of the actual number of miles traveled for business and the maximum mileage reimbursement rate.

- Please visit the State website to see the current state mileage reimbursement rate.
- Mileage distances can be calculated using the mileage calculator on the State website or a travel website such as MapQuest.
- Maintain a Mileage Reimbursement Log.

State guidelines require a "Constructive Airfare" quote for transportation using your personal car. Constructive Airfare quotes are used to determine the lesser cost of reimbursing mileage or airfare.

Constructive airfare quotes can be obtained by contacting Anthony Travel. A constructive airfare quote is required for all mileage reimbursements, except for the following:

- Approved by a doctor or the American Disabilities Act
- No commercial airfare available
- Facilitate research projects

Reimbursements

Please submit the following original receipts to your business center representative within 7 days of the return from your travel:

- Airline receipts and itinerary
- Rental Car receipts
- Gasoline receipts
- Bus, Taxi, Train receipts
- Parking receipts
- Lodging receipts
- Registration receipts (if paid by the traveler)
- Meal and specified incidentals reimbursement is based on the U.S. Department of State per diem tables. Specific incidentals included in per diem (not reimbursed as individual expenses):
 - Tips
 - Laundry
 - Telephone calls
 - Internet connections
 - Travelers check charges
 - Fee to exchange U.S. currency for foreign or vice versa
 - Money Orders

The following are examples of the most common "**non-reimbursable**" travel expenses:

- Alcoholic Beverages
- Expenses not related to official state business

Important Facts:

1. Conversion calculator for currency: www.xe.com
2. Meals and lodging are not reimbursed without an overnight stay.
3. Meals are reimbursed based on the established per diem. The traveler will be reimbursed 75% of the total meal rate regardless of the departure or arrival time for the first and last day of travel.
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/>
4. Other business supplies or merchandise purchased should not be included in your travel reimbursement. These may be submitted as a separate item for reimbursement.