

Travel Reimbursements

1. Within 7 business days upon return from your travel please submit all original receipts via eform.
2. Provide method of travel and attach itinerary. (flight, rental car, personal vehicle)
3. Provide funding source(s) for reimbursement
4. Provide International travel exception request form if applicable.
5. Reimbursable items include
 - Rental Car receipts
 - Gasoline receipts
 - Bus, Taxi, Train receipts
 - Lodging receipts
 - Meal receipts (if not using per diem)
 - Registration receipts (if paid by the traveler)
 - Other miscellaneous business expenses (i.e., phone calls, internet access at hotel)
 - Airline receipts (incidental and not through Anthony travel need justification)
6. Non-reimbursable items include
 - Tips or gratuities
 - Alcoholic Beverages
 - Texas state occupancy taxes
 - Dry cleaning or laundry
 - Expenses not related to official state business
 - Additional rental car insurance purchased with state contracted rental car agencies

Important Notes

1. In Texas the University is tax exempt. You will not be reimbursed for tax if travel was in Texas.
2. Hotel bills must be itemized to show room charges and taxes.
3. Provide justification for any incidental costs. Example flight delay caused an extra night stay at hotel.
4. Meal per diem will not be reimbursed for overnight stays.
5. Meal per diem for the first and last day of travel is 75%.

Resources

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/>

<https://www.utep.edu/travel/>