

Ground Transportation Reimbursement

Purpose

To provide guidance on obtaining reimbursement for ground transportation methods other than personal vehicle use for official UTEP travel/business.

Policy

This procedure is issued in accordance with The University of Texas at El Paso (UTEP) [Travel Policy](#) (Handbook of Operating Procedures, Section VII, Chapter 6).

University travelers may be reimbursed for the actual cost of transportation by the methods listed below if incurred to conduct official UTEP travel/business.

- Railroad/Train
- Bicycle
- Boat
- Bus
- Subway
- Taxi
- Network Transportation Driver (Uber, Lyft, etc.)
- Other mass transit or other motor vehicles

The cost is only reimbursable if provided by a commercial transportation company, per [Texas Government Code, Section 660.092\(f\)](#).

The selected mode of transportation must be the most cost-effective mode of transportation available considering all relevant circumstances.

Procedures

Ground Transportation Reimbursements

Travelers may be reimbursed for transportation expenditures on a PeopleSoft Expense Report document with all supporting documentation attached and upon the completion of travel.

Official UTEP travelers must provide proof that the expense was incurred to request reimbursement. A complete receipt issued by the commercial transportation company serves this purpose. The receipt must include the following:

- The name of the commercial transportation company.
- The name of the employee.
- The starting and ending dates of the travel.
- The mode of transportation.
- An itemization of expenses incurred; the date and the fare charged for each trip.
- Proof of payment.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt that additional information has been added to is considered unaltered if the information does not conflict with the original information on the receipt.

The traveler will submit all receipts to the department travel planner for reimbursement. The travel planner will create an expense report in PeopleSoft and attach all supporting documentation. The document will be sent electronically to the Disbursement and Travel Services Department for final review and approval.

If a taxi or network transportation driver is shared by two or more state employees, only the employee who paid for the transportation may be reimbursed for that expense. The other employees may be reimbursed only for charges imposed on an individual-by-individual basis.

Reasonable gratuities may be reimbursed, provided the gratuity does not exceed 20% of the total bill.

Applicability

This applies to all University faculty, staff, students and guests traveling on official UTEP travel/business.

Responsible Party

Comptroller
Handbook of Operating Procedures (HOP) [Section 7 Chapter 6: Travel Policy](#)

Last updated: November 2025