Travel Reimbursement Request

Purpose

To return personal funds that a traveler has spent while traveling on University business.

Policy

The University complies with guidelines adopted by the Texas State Comptroller to reimburse faculty, staff and students for travel expenses while on official state business. Reimbursement should be made within 60 days after completion of travel.

As a reminder, the University follows Internal Revenue Service (IRS) regulations, which allow an accountable plan to be non-taxable. Any travel reimbursement that is not substantiated within 60 days of the return date will be added to the employee’s income and taxed at the appropriate withholding tax rate. Refer: IRS Publication 463, Section 6 How to Report.

Procedures

Please follow the steps below to process your travel reimbursement:

1. Submit the following original itemized travel receipts* to your department travel planner: *Please note: Credit card receipts are not itemized and therefore not acceptable
   a. Airline itinerary
   b. Rental car receipt
   c. Gasoline receipt
   d. Bus, Taxi, Shuttle, and Train receipts
   e. Lodging receipt
   f. Meal receipts (required for foreign travel)
   g. Registration receipts (if paid by the traveler)
   h. Parking receipts
   i. Other miscellaneous business expenses (ie: business phone calls and internet service)
2. Department travel planner will create and prepare a Travel Payment Voucher (VP5) document
3. If an employee received a Travel Advance, the travel planner needs to indicate that on the VP5 document notes
4. Travel receipts will be attached to the VP5 for documentation
5. The traveler will review the document and sign certification stamp on the VP5 document
6. The electronic VP5 document will be routed to Accounts Payable or Contracts & Grants for approval
7. The original VP5 documentation will be sent to the Accounts Payable Coordinator or Contracts & Grants Accounting for review
8. Final review may take up to five business days

Please note, the University uses document imaging to scan and store documents for record retention. Individual travel receipts will need to be attached and taped to single sheets of paper for scanning.

Applicability

This applies to all University faculty, staff and students requesting travel reimbursement while traveling on official state business.

Responsible Party

Comptroller

Last updated: December 5, 2018