



Travel Authorization & Reimbursement Policies (Pre & Post Travel)



Pre-Travel Policies

- Request a Travel Authorization
- Reservations (Airline, Hotel, and Car)
- Personal Vehicle Use
- Seminar/Conference Registrations
- Travel Advances
- Planning International Trips
 - International Oversight Committee
 - International Insurance
 - International SOS
- Pre-Travel Tips

Request a Travel Authorization

Contact your department's travel planner, usually the administrative assistant, to submit a request for a travel authorization. The following information is required in PeopleSoft:

1. Name of Traveler
2. Destination
3. Dates of Travel
4. Purpose of Travel
5. Account Information
6. Estimated Costs
7. Department Head Approval

Please Note: A qualified member of the instructional staff needs to be identified as a substitute instructor then approved by the department chair.

Airline Reservations

All Business-related air travel **must** be arranged through the UT System Contracted Travel Agency (**Anthony Travel**) **for students, staff and faculty**. The agency will bill the University on a central bill account. The expenses will be transferred to the departments monthly.

Anthony Travel, Inc.

PATRICIA URBINA

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Airline Reservations

Use the approved method below to reserve flights:

1. Anthony Travel

- They will require: 1) Travel Authorization ID/Code, 2) Cost Center/Project ID speed chart 3) **personal credit card if funding availability is pending.**
- Airfares will be paid by the University, and departments will see the expenses charged back within the following month. **The traveler will be reimbursed by the department if they had to use a personal credit card.**

2. Concur: Online Booking Tool

- Registration required before first use.

Do **NOT** use the following options when booking your business-related travel:

1. Internet travel websites (i.e., Travelocity, Expedia, Orbitz, etc.)
2. Direct airline purchase with air carrier
3. Southwest Airline Booking Tool (SWABIZ)

Airline Reservations

Exceptions for not using Anthony Travel:

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

Note 1 : *First class airfare may only be purchased if it is the only available option. Business class airfare may be reimbursed only if a lower airfare was not available; a statement from Anthony Travel is needed for supporting documentation.*

Note 2: *If the state employee requires flying Business/First Class due to a **medical necessity**, the supporting documentation must state the Business/First Class airfare was medically necessary for the state employee. The supporting documentation for the expense reimbursement must include the University's ADA coordinator's written documentation that the law or regulation requires the reimbursement.*

Hotel Reservations

When reserving hotel accommodations, a personal credit card will be required. Hotels are not charged to the central bill account. The traveler is responsible for lodging expenses and incidentals. The receipt must include the name and address of the commercial lodging establishment, name of the employee, single room rate, a daily itemization of the lodging charges and proof of payment.

Travel arrangers also have the option of pre-paying lodging expenses using Direct Pay form on Miner Mall.

Hotel Reservations

The following options are available for making hotel reservations:

1. Anthony Travel (Recommended)
2. Directly contact the Hotel
3. Concur Online Booking Tool <https://www.utep.edu/travel/ut-system-contracted/concur-online-booking-tool.html>

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.

Note: A Texas Tax Exemption Certificate must be presented at all Texas hotels. Travelers will not be reimbursed for Texas state occupancy taxes. Form can be found at:
<https://comptroller.texas.gov/forms/12-302.pdf>

Rental Car Reservations

The following options are available when booking a car rental:

1. **Contact the UT System Contracted travel Agency**

- Anthony Travel

2. **Book directly through the UTEP Travel Website:**

- Traveler responsible for paying rental car and business related gasoline expenses.
- Receipts must be submitted to the department travel planner for reimbursement.

3. **Concur Online Booking Tool** (<https://www.utep.edu/travel/ut-system-contracted/concur-online-booking-tool.html>)

- Registration required before first use

Note: 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.

Rental Car Reservations

All business-related car rentals are required to be arranged with any of the UT System Contracted Vendors:

1. Avis/Budget
2. Enterprise/National
3. Hertz

Exceptions for **NOT** using state contracted rental agencies:

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

Note: The UT System Contracted Car Rental Agencies' rates include domestic car rental insurance; therefore no additional insurances should be purchased. Rental car insurance should be purchased by the traveler for approved exceptions of non-state contracted agency rentals.

Personal Vehicle Use

State guidelines allow for business use of a personal vehicle. The traveler may be reimbursed for either:

- 1) Mileage using the state approved standard mileage rate
- 2) Gasoline receipts.

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

(Actual Mileage X Mileage Rate)

1. Please visit the State website to see the current state mileage reimbursement rate.
2. Maintain a Mileage Reimbursement Log <https://www.utep.edu/travel/getting-reimbursed/#PVU>.
3. Mileage distances will be calculated using Map Quest.

Personal Vehicle Use

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.

1. **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.
2. **Constructive airfare quotes can be obtained by:**
 - Requesting a quote from Anthony Travel.
 - Printing screens from the Concur online booking tool.

Note: The Constructive Airfare Quote must be obtained prior to the travel. The University will reimburse for the lesser of the constructive airfare or mileage.

Seminar/Conference Registrations

Options available for paying for **Seminar/Conference Registration Fees:**

1. The Pro-Card
2. Pre-Paid by the University- use the Direct Pay Form in Miner Mall.
3. Paid by the Employee and reimbursed by the University upon completion of a expense reimbursement document.

Travel Advances

A Travel Advance may be requested if the following are true:

1. The destination of the travel is to an isolated region with limited access to suppliers or services that accept credit cards.
2. Travel is for an extended period of time (at least a 3 night stay).
3. Traveler does not hold a UTEP Citibank Individual Travel Card.
4. A faculty member is taking a group of students.
5. Prior travel advances are not outstanding more than 30 days.

Requesting Travel Advances

- To ensure timely approval, the cash (travel) advance request must be submitted to the Travel department at least 10 and no more than 15 business days before the trip. The state of Texas allows a travel advance for up to 90% per diem for meals and lodging.
- Travel advances may be requested once a Travel Authorization has been “Approved”. Please also provide a signed [Authorization to Deduct Travel Advance from Payroll form.](#)
- Visit Accounts Payable Travel web page for additional Travel Advance information.

International Pre-Travel Arrangements

- Review [Department of State Travel Warnings](#) list to determine whether the destination requires approval by the [International Oversight Committee \(IOC\)](#).
- If destination is listed, complete the [International Travel Exception Request form](#) and wait for approval.
- If destination is not listed, proceed with planning your trip.

International SOS

- Is an international emergency assistance program that provides emergency medical assistance and evacuation services to all UT institutions.
- International SOS is not a form of medical insurance coverage, it serves as a concierge service that will help you obtain ample information and care, if needed, to stay safe and healthy while abroad.
- Registration for [International SOS](#)
 - Mandatory of all students, faculty and staff traveling internationally on a university-sponsored trip.
 - Membership number 11BSGC000037
- Visit Travel web page for additional International SOS information.

Planning International Trips

- Request travel authorization from department.
- **Anthony Travel** must be used when traveling internationally, including Canada, Mexico, and Puerto Rico. Concur: Online Booking Tool may **not** be used for international travel.
- Notify travel agency if traveling on **federal funds** in order to comply with Fly America Act.
 - **U.S. flag carriers must be used when booking airfare** to a foreign country
 - Contact the Office of Research & Sponsored Projects if you have any questions
- Update or create your traveler profile with [International SOS](#).

Pre-Travel Tips



- Make sure you have an approved Authorization to Travel prior to travel.
- Print a copy of the [Texas Hotel State Tax Exemption Certificate](#) (if traveling in Texas).
- Maximum per diem for meal and lodging can be accessed using the U.S. General Services Administration. <http://gsa.gov/portal/content/104877>.
- Save all original paid travel receipts, including airline itinerary.
- Use state contracted vendors for Hotel, Car, and Airline reservations.
- Visit the [International SOS](#) website and print a copy of the membership card for foreign travel.
- Submit a ticket to **Help Desk** if you have any other questions.
- Click here join the [Travel Listserv](#).

Post Travel Policies

- Domestic Travel Reimbursement & Expenses
- Domestic Travel Non-Reimbursement & Expenses
- International Travel Reimbursement & Expenses
- International Travel Non-Reimbursement & Expenses
- Post Travel Tips

Domestic Travel Reimbursement

Meals are reimbursed based on the established per diem. Meals and lodging are not reimbursed without an overnight stay. The University will reimburse 75% of the total meal per diem regardless of the departure or arrival time for the first and last day travel. **As a reminder, lodging receipts must include proof of payment.**

Your department travel planner should create the appropriate travel reimbursement document in PeopleSoft for your review and certification. Corrections and/or adjustments to your travel may delay final approval.

Domestic Travel Expenses

Examples of “**reimbursable**” travel expenses:

1. Lodging (including certain taxes)
2. Rental car (including gas)
3. Seminar / Conference Registrations (paid by traveler)
4. Parking
5. Taxi

Examples of “**non-reimbursable**” travel expenses:

1. Tips or gratuities on state funds
2. Alcoholic beverages
3. Texas state occupancy taxes
4. Expenses not related to official state business
5. Additional rental car insurance

International Travel Reimbursement

- Lodging based on [U.S. Department of State per diem tables](#)
 - Detailed commercial lodging receipt required.
 - In some cases, if actual lodging expense exceeds per diem, the overage may be reimbursed on local funds (i.e., Conference hotel, safety concerns...).
 - Meal and specified incidentals also based on these tables.
 - Submit flight itinerary, commercial lodging receipts, and any other required receipts.
 - Specific incidentals are already included in the per diem. (i.e., tips, laundry, telephone, travelers checks charges, money orders.
 - Travel expenses must be converted to U.S. dollars. Use conversion calculator at www.XE.com.

International Travel Expenses

Examples of “**reimbursable**” travel expenses:

1. Lodging (including certain taxes)
2. Rental car (including gas)
3. Seminar / Conference Registrations (paid by traveler)
4. Parking
5. Taxi

Examples of “**non-reimbursable**” travel expenses:

1. Alcoholic beverages
2. Expenses not related to official state business

Post Travel Tips



- Traveler should turn-in all receipts to Admin
- Admin should attach all receipts in PeopleSoft
- Traveler needs to certify reimbursement
- Submit Help Desk tickets for all travel related questions
- **Per IRS Publication 463, request for reimbursement of business or travel expenses must be submitted to Accounts Payable within 90 days of the expense to remain non-taxable**

QUESTIONS ?

