Travel Authorization & Reimbursement Policies (Pre & Post Travel)

PEOPLESOFT
THE UNIVERSITY OF TEXAS AT EL PASO

Pre-Travel Policy Agenda

Creating Travel Authorization

Airline, Hotel & Rental Car Reservations

Personal Vehicle Use

Seminar/Conference Registrations

Cash Travel Advances

International Pre-Travel Arrangements

On Call International

Planning International Tips

Creating a Travel Authorization

The following information is required in PeopleSoft to create a Travel Authorization:

- Name of Traveler
- Destination
- Dates of Travel
- Purpose of Travel
- Funding Source
- Estimated Costs – gsa.gov for Domestic Travel and aoprals.state.gov for International Travel
- 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 faculty, staff and students. The agency will bill the University on a central billing account. Expenses will be transferred to departments monthly.

Anthony Travel, Inc.

UNIVERSITY BUSINESS TRAVEL CONTACT:
PATRICIA URBINA
UTEP@AnthonyTravel.com
Toll Free: 844-260-4880
Local: 915-263-8810
1900 North Oregon Suite 100 – University Towers
El Paso, TX 79902
Hours: 8 a.m. to 5 p.m. Mountain Time (MT)

Airline Reservations

Approved methods to reserve flights:

1. **Anthony Travel**

   Required Information:

   - Travel Authorization ID
   - Cost Center/Project ID funding source,
   - 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 set up is required before first use.

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

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

Note: Anthony Travel is an agent you can contact and Concur is a self-service application.

Airline Reservations

Exceptions for not using Anthony Travel

- When travel is paid by an outside entity (not funded by the University)
- Study Abroad not funded by the University

***Note 1**: First class airfare may only be purchased if it is the only option available. 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

- Personal credit card will be required of traveler.
- Hotels are not charged to the central billing cost center.
- Traveler is responsible for lodging expenses and incidentals.
- Receipt must include name and address of commercial lodging establishment, name of employee, single room rate, a daily itemization of the lodging charges and proof of payment.

Travel creators 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:

- Anthony Travel (Recommended)
- Directly contacting the Hotel
- Concur Online Booking Tool

If using Concur:

- Stay at hotel where seminar/conference is being held
- 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 Anthony Travel – UT System Contracted Travel Agency
2. Book directly through the **UTEP Travel Website**
3. Concur Online Booking Tool
   - Registration required before first use
   - Credit card must be added to traveler profile

Reminder:

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

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

***Note**: The UT System Contracted Car Rental Agencies' rates include domestic car rental insurance; therefore, no additional insurances should be purchased.*

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**: 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 will be reimbursed for:

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

Reimbursement amount 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 rates.
2. Maintain a Mileage Reimbursement Log https://www.utep.edu/travel/gettingreimbursed/#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.
   - Screenshots 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:**

- Pro-Card
- Pre-Paid by the University via Direct Pay Form in Miner Mall.
- Paid by the Employee (reimbursed by the University upon completion of an expense reimbursement document).

Cash Travel Advances

A Cash 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 (minimum three (3) night stay).
3. A faculty member is taking a group of students.
4. Prior cash travel advances are not outstanding more than 30 days.

Requesting Cash Travel Advances

- Cash Advance must be requested to travel@utep.edu at least 10 (max. 15) business days before trip.
- State of Texas allows a travel cash advance up to 90% per diem for meals and lodging.
- Cash Advances can be requested once a Travel Authorization approved.
- Provide signed Authorization to Deduct Cash Travel Advance Payroll form.

Visit the UTEP Travel Office website for additional Travel Cash Advance information https://www.utep.edu/travel/.

International Pre-Travel Arrangements

- Review Restricted Region List to determine whether the destination requires approval by the International Oversight Committee (IOC).
- If destination is listed, complete the International Travel Exception Authorization Request Form and submit to ioc@utep.edu.
- All completed international travel request packets must be received by 12 p.m. on Friday for review by the International Oversight Committee the following week.
- If destination is not listed, proceed with planning trip.

On Call International

- On Call International is a 24/7 emergency assistance provider with an international network of medical and security professionals available any time to assist you. They can offer advice, connect you with resources, and work with you to make sure you receive the care and support you need while abroad.
- Registration for On Call International
  - Mandatory for all faculty, staff and students traveling internationally on a university-sponsored trip.
  - UTEP Group ID: 100143CPPD21
  - Visit the UTEP Travel website for additional On Call International information. https://www.utep.edu/travel/international-travel-planning/emergency-assistance.html

Planning International Tips

- Submit Travel authorization for traveler.
- **Anthony Travel must** be used when traveling internationally.
- Concur 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 traveler profile with On Call International.

Questions?

Agenda – Post Travel Policies

Domestic Travel Reimbursement & Expenses

International Travel Reimbursement & Expenses

Post Travel Tips

Domestic Travel Reimbursement

- Meals are reimbursed based on the established per diem rate, *(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.

Domestic Travel Expenses

Examples of **"reimbursable"** travel expenses:

- Lodging (including certain taxes)
- Rental car (including gas)
- Seminar/Conference Registrations (paid by traveler)
- Parking
- Taxi

Examples of **"non-reimbursable"** travel expenses:

- Tips or gratuities on state funds
- Alcoholic beverages
- Texas state occupancy taxes
- Expenses not related to official state business
- Additional rental car insurance

International Travel Reimbursement

Lodging rates based on U.S. Department of State per diem rate tables

- Detailed commercial lodging receipt required.
- In some cases, if actual lodging expense exceeds per diem rate, the overage may be reimbursed on local funds (e.g., 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 rate. (e.g., tips, laundry, telephone, travelers checks charges, money orders).
- Travel expenses must be converted to U.S. dollars using conversion calculator www.XE.com.

International Travel Expenses

Examples of "**reimbursable**" travel expenses:

- Lodging (including local taxes)
- Rental car (including gas)
- Seminar / Conference Registrations (paid by traveler)
- Parking
- Taxi

Examples of "**non-reimbursable**" travel expenses:

- Alcoholic beverages
- Expenses not related to official state business

Post Travel Tips

- Traveler must turn-in all receipts
- Travel initiator needs to attach all receipts in PeopleSoft
- Traveler will certify reimbursement
- Submit Help Desk ticket (helpdesk@utep.edu) 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?

Thank you!