

TRAVEL GUIDELINES

BEFORE TRAVELING

1. Complete and submit the [Training/Travel Request Form](#) to Ana Castillo (471-9631) at least two weeks prior to travel date. *If needing a cash advance please submit three weeks prior to travel date.*
2. A Request for Travel Authorization (RTA) number will be issued to reference this trip.
3. Flight or rental car arrangements will be arranged by Ana through UT Travel Management Services. The fares/fees will be directly charged to the appropriate account.
4. For hotel reservations, we ask employees to make their own hotel reservation. Always ask for the lowest rate e.g. does the hotel offer state/government rates? Sometimes hotels offer state rates or other lower rates due to low occupancy and these can be cheaper than the regular rates. For tax exemption of overnight stays in Texas, use the [Texas Hotel Occupancy Tax Exemption Certificate](#) when you check out. **Note: Always review your final bill to make sure you are not charged state taxes (only in the state of Texas) and that you obtained the state rate.** If you need assistance with your hotel reservations or need a cash advance contact Ana Castillo at 471-9631.

WHILE TRAVELING

Travel must be planned for maximum savings and efficiency. Original receipts are required for reimbursement. Please collect all itemized receipts.

Reimbursable Expenses

The following is a partial list of reimbursable expenses:

- Transportation fees: airfare, rental car, train, bus, taxi, and mileage for personal car*
- Gasoline charges
- Hotel occupancy taxes (local taxes only)
- Mandatory lodging charges
- Mandatory service charges
- Parking/Toll charges
- Sales and use taxes if an exemption is not provided by law
- Telephone calls for business purposes (does not require receipts)

***Mileage reimbursement for out-of-state trips is reimbursable but cost should not exceed airfare or rental car costs if driving personal car.**

Non-Reimbursable Expenses

The following is a partial list of non-reimbursable expenses:

- Alcoholic beverages
- Personal phone calls
- Dry cleaning or laundry
- Excess baggage charges for personal belongings
- Expenses related to the operation of a personally owned vehicle
- Kennel expenses for a pet
- Locker rental for baggage storage
- Movies/video rentals for personal entertainment
- Sales and use taxes if the law provides an exemption
- Tips or gratuities (state accounts only)
- Room service charges
- Any non-business travel, including travel for spouses or other family members
- Any expense not related to official state business

AFTER TRAVEL

To facilitate reimbursement of business travel expenses:

1. Campus mail all original receipts to Ana Castillo, UEM, H8000. Make sure to keep copies of your receipts. Request for travel reimbursement expenses must be made within 30 days of your return date.
2. Ana will process the payment voucher and submit it with supporting documentation to the Office of Accounting for payment.
3. Generally, it takes 2 to 3 weeks to receive payment or 1 week through direct deposit.
4. For reimbursement questions, contact Ana at 471-9631 or Ana.Castillo@austin.utexas.edu.

OTHER

General Requirements for Meals and Lodging Reimbursements

Meal and lodging expenses are reimbursable to an employee with an overnight stay. Only single occupancy rates can be claimed. If two or more employees share lodging, the expense should be divided equally between the employees. Excess meal and lodging expenses for one day may not be carried forward or backward to another day.

Overnight Travel in Texas

Local Accounts are limited to a combination of meal and lodging expenses NOT to exceed **\$260** per day. If it is necessary to exceed \$51 per day for meals, itemized meal receipt(s) (a credit card receipt alone will not suffice) and a written explanation will be required to determine whether or not the excess meal expense will be approved for reimbursement.

Overnight Travel Outside Texas but in Continental U.S.

Local accounts are limited to a combination of meal and lodging expenses NOT to exceed **\$375** per day. If it is necessary to exceed \$51 per day for meals, itemized meal receipt(s) (a credit card receipt alone will not suffice) and a written explanation will be required to determine whether or not the excess meal expense will be approved for reimbursement.

QUESTIONS? Contact [Ana Castillo](mailto:Ana.Castillo@austin.utexas.edu) at 471-9631 or [Isidora Sanchez](mailto:Isidora.Sanchez@austin.utexas.edu) at 471-2918.

RESOURCES

UEM's Travel/Training Request Form

<http://utilities.utexas.edu/staff/forms/documents/training-travel-request.pdf>

Texas Hotel Occupancy Tax Exemption Certificate

<http://utilities.utexas.edu/staff/forms/documents/texas-hotel-tax-exemption.pdf>

UT's Handbook of Business Procedures (Travel Policy)

http://www.utexas.edu/business/accounting/hbp/11_trav/index.html

Travel Management Services

<http://travel.utexas.edu/>

Travel Services (Office of Accounting)

<http://www.utexas.edu/business/accounting/tr/>