TRAVEL OVERVIEW
TRAINING

Presented By
Procurement Management
OBJECTIVES

At the conclusion of this session, participants will understand:

→ Procurement Website Navigation
→ Travel Agent Options
→ Air travel and Hotel requirements
→ Vehicle Rental, Taxis/Shuttles, Mileage
→ Individual Meal, Alcohol, and Business Entertainment
→ Same-day travel and Conference Expenses
→ Foreign and Personal Travel with Business
→ Relocation expenses
→ Receipt Guide
→ Reimbursement and Things to Remember
Procurement Website .... Homepage

Departments
Accounts Payable
HUB Program
Purchasing
One Card
Travel Management

Contact Us
(972) 883-2300
Email Us
Location: AD 3.418
Hours: 8 a.m. - 5 p.m. Mon-Fri

Announcements
Welcome to the Procurement Management website!
Take a moment to provide feedback. We’d love to hear what you think!
Website .... Forms
REFERENCES AND RESOURCES

- Concur Online Booking Tool
- How to Create a Concur Profile
- Hotel State Tax Exempt Form
- Local Direct Bill Request
- Local Hotel Reference Sheet
- Currency Conversion Tool
- Domestic GSA allowance rates
- Foreign GSA allowance rates

- Traveler Checklist
- Travel Coordinator Tip Sheet
- Travel Authorization Form
- Instructions – Travel Authorization Form
- Travel Voucher Form
- Instructions – Travel Voucher Form
- DFW Airport; maps/directions
### Website .... more forms

#### Purchasing

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Insurance Example</td>
<td>See this document for an example of a Certificate of Liability Insurance.</td>
</tr>
<tr>
<td>Certificate of Insurance Guidelines</td>
<td>Purchasing must have a current Certificate of Liability Insurance for any company or contractor doing work on the UT Dallas campus. See this document for additional information.</td>
</tr>
<tr>
<td>Exclusive Acquisition Justification Form</td>
<td>State of Texas law and UT Dallas policy required competitive bidding for procurements over $10,000 unless it qualifies as an Emergency of Sole Source procurement. Use this form to justify the business reason why the order should be placed as an exception to the normal competitive bidding rules.</td>
</tr>
<tr>
<td>UT Dallas Sales Tax Exemption Form</td>
<td>Proof of UT Dallas sales tax exemption.</td>
</tr>
</tbody>
</table>

#### One Card

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispute Form</td>
<td>If a cardholder finds an incorrect or unrecognizable transaction and a resolution cannot be handled with the vendor, please complete this form and fax it to the Citi Bank contact listed on the dispute document.</td>
</tr>
<tr>
<td>Lost or Non Itemized Receipt</td>
<td>To be submitted in lieu of missing receipt with monthly cardholder activity reports.</td>
</tr>
</tbody>
</table>
## Website .... more forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare Contract Rates</td>
<td>External link to the Texas Comptroller’s Website. Contract fares are available only for state business purposes, can be booked through the university’s contracted travel agencies, and allow changes or refunds to be made to the purchased tickets.</td>
</tr>
<tr>
<td>Authorization for Professional Services (AFPS)</td>
<td>Must be completed by hiring department for all non-university employees who will be performing compensated services as an independent contractor. This form is used as a substitute for the Travel Authorization form for these types of non-employees when travel is required to provide the service.</td>
</tr>
<tr>
<td>Authorization for Professional Services for Payments under $600</td>
<td>Use this form in lieu of the typical AFPS if the payment to the independent contractor will be less than $600 in a calendar year.</td>
</tr>
<tr>
<td>Checklist for Booking Guest Travel in Concur</td>
<td>An optional form to help travel arrangers gather the appropriate information in order to book guest travel.</td>
</tr>
<tr>
<td>Domestic Meals and Lodging Rates (Per Diems)</td>
<td>External link to per diem rates for foreign travel.</td>
</tr>
<tr>
<td>Fly America Act Justification Form</td>
<td>Must be completed by traveler to justify use of a foreign flag air carrier for any part of foreign travel.</td>
</tr>
<tr>
<td>Fly America Act Waiver Checklist</td>
<td>Use this form to assist in determining qualification for a waiver of the restrictions of the Fly America Act.</td>
</tr>
<tr>
<td>Foreign Currency Converter</td>
<td>External link to aid in completion of a reimbursement request when converting foreign currency to US dollars.</td>
</tr>
<tr>
<td>Hotel Direct Bill Request</td>
<td>Use this form to request direct billing from a local hotel. Please note that only hotels on the Hotel Reference Sheet can accept this type of billing.</td>
</tr>
</tbody>
</table>
and...... more forms!

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reference Sheet</td>
<td>Local hotel information including direct bill capability, special rates, and contact information.</td>
</tr>
<tr>
<td>Hotel Tax Exemption Certificate</td>
<td>Complete this form and give to your hotel to claim State of Texas tax exemption.</td>
</tr>
<tr>
<td>Hotel Tax Exemption Proof</td>
<td>A supplementary form to accompany the Hotel Sales Tax Exemption Certificate.</td>
</tr>
<tr>
<td>Indemnification/Release Form for Adult Travelers (Domestic)</td>
<td>Must be completed by any student over the age of 18 traveling to a domestic destination on behalf of the university.</td>
</tr>
<tr>
<td>Indemnification/Release form for Adult Travelers (Foreign)</td>
<td>Must be completed by any student over the age of 18 traveling to a foreign destination on behalf of the university.</td>
</tr>
<tr>
<td>Indemnification/Release Form for Minor Travelers (Domestic)</td>
<td>Must be completed by any student minors under the age of 18 traveling to a domestic destination on behalf of the university.</td>
</tr>
<tr>
<td>Indemnification/Release Form for Minor Travelers (Foreign)</td>
<td>Must be completed by any student minors under the age of 18 traveling to a foreign destination on behalf of the university.</td>
</tr>
<tr>
<td>Lost or Non Itemized Receipt</td>
<td>To be submitted in lieu of missing receipt with a reimbursement request.</td>
</tr>
<tr>
<td>Medical Information/Release Form for Adult Travelers</td>
<td>Must be completed by any student over the age of 18 prior to travel.</td>
</tr>
<tr>
<td>Medical Information/Release Form for Minor Travelers</td>
<td>Must be completed by any student under the age of 18 prior to travel.</td>
</tr>
<tr>
<td>Quick Guide for Booking Guest Travel in Concur</td>
<td>This guide takes the travel arranger through the steps to book guest travel in Concur.</td>
</tr>
<tr>
<td>Quick Guide on Booking Travel in Concur</td>
<td>This guide takes you step-by-step through booking travel on Concur (for yourself or another UT Dallas employee).</td>
</tr>
</tbody>
</table>
Website .... Training

Office of Budget and Finance Help and Training:
Welcome to the one-stop resource for how-to materials and help from the Office of Budget and Finance (OBF).
Task-specific guides, overviews, and job aids for all OBF functional areas are available, including Budget, Accounting & Financial Reporting, Information Security, Payroll, and Procurement.
Click on a functional area to view available materials (some training may require your UTD Net ID and password).
We are always growing. See the “Additional Help” link below to search FAQs, or let us know if you haven’t found what you need.

➤ Accounting and Finance
➤ Budget and Resource Planning
➤ Information Security
➤ Payroll and Data Management
➤ Procurement Management
➤ How Do I Get Additional Help?
Website .... Training cont.

### Procurement Management

- **Training Calendar**
- **Class Registration**

#### Purchasing

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Check Open Encumbrances</td>
<td>This quick guide will walk you through how to check open encumbrances in peoplesoft.</td>
</tr>
<tr>
<td>Procurement Guidelines</td>
<td>A quick reference document on how to purchase at UT Dallas.</td>
</tr>
<tr>
<td>Procurement Management Overview</td>
<td>The overview covers the website, different departments, and where to go for assistance.</td>
</tr>
<tr>
<td>Phoenix User Interface Guide</td>
<td>Access the training for greater detail for guides and quick references guides for eProcurement. Topics include: eProcurement for Shoppers, Requesters or Approvers.</td>
</tr>
<tr>
<td>Purchasing Quick Guides (eLearning)</td>
<td>Access the training for greater detail for guides and quick references guides for eProcurement. Topics include: eProcurement for Shoppers, Requesters or Approvers.</td>
</tr>
</tbody>
</table>

#### One Card

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Card Program Guide</td>
<td>Additional information for One Card holders.</td>
</tr>
<tr>
<td>One Card Training (eLearning)</td>
<td>A brief cardholder training on policies and procedures related to the OneCard program. Cardholders should allow 15-20 min's to complete the training module.</td>
</tr>
</tbody>
</table>

#### Travel Reservations-Concur

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Book a Flight in Concur</td>
<td>This link explains how to book a flight and has a demo video to help.</td>
</tr>
<tr>
<td>How to Book a Hotel in Concur</td>
<td>This link explains how to book a hotel and has a demo video to help.</td>
</tr>
<tr>
<td>How to Book a Rental Car in Concur</td>
<td>This link explains how to book a rental car and has a demo video to help.</td>
</tr>
</tbody>
</table>
Contact Us....

accountspayable@utdallas.edu

purchasing@utdallas.edu

onecard@utdallas.edu

travel@utdallas.edu

vendors@utdallas.edu
Frequently Asked Questions
Ask YODA

Announcements

Welcome to the Procurement Management website!
Take a moment to provide feedback. We'd love to hear what you think!

Procurement Management Policies Update
Relocation Expenses  UTDBP3098
Entertainment and Official Occasions  UTDBP3094

Travel Management Updates
Hotel Allowance: Hotel and Conference Hotel expenses may not exceed 150% of the federal per diem for that location. Exception requests for additional allowance must be approved by your VP, Dean, or Fiscal Officer.

Entertainment Limit per Person: The reimbursement is based on actual cost, which must be appropriate and reasonable for the type of meal or event. This applies to all venues, including restaurants and entertainment at private residences. The entertainment limit is an average of
Frequently Asked Questions (cont.)

Knowledge Base
Browse or search our Knowledge Base for a wide variety of solutions.

Submit Feedback
Tell us what you think of our online support and how we can improve it.

Ask a Question
(UTD ID) Ask a question for prompt follow-up by our experts. You can track your submitted questions here.

Submit an Email
(NO UTD ID) Submit an email for a prompt response from our experts.

Most Popular Topics

<table>
<thead>
<tr>
<th>Question</th>
<th>Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I set up a new UTD computer account or NetID?</td>
<td>2713</td>
</tr>
<tr>
<td>How do I obtain my 1098-T form?</td>
<td>1044</td>
</tr>
<tr>
<td>How do I register to use Concur Online Booking?</td>
<td>821</td>
</tr>
<tr>
<td>How do I change my password?</td>
<td>739</td>
</tr>
<tr>
<td>Where do I mail my tax returns and my Form 8843?</td>
<td>588</td>
</tr>
</tbody>
</table>

Most Recent Topics

<table>
<thead>
<tr>
<th>Question</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the purpose of the guidelines for entertainment expense and reimbursement?</td>
<td>4/8/2015</td>
</tr>
<tr>
<td>How much can I be reimbursed for meals and entertainment?</td>
<td>4/8/2015</td>
</tr>
<tr>
<td>What are allowable entertainment expenses?</td>
<td>4/8/2015</td>
</tr>
<tr>
<td>What are examples of appropriate meal and entertainment expenses?</td>
<td>4/8/2015</td>
</tr>
<tr>
<td>What are UTD's entertainment reimbursement limits?</td>
<td>4/8/2015</td>
</tr>
</tbody>
</table>
## TRAVEL AGENT OPTIONS

<table>
<thead>
<tr>
<th>AGENCIES</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
</table>
| Concur                         | Online booking tool for business travel: [www.concursolutions.com](http://www.concursolutions.com)  
                                      For University Employees and Guests*  
                                      *Guests cannot create accounts, but travel coordinators can make the arrangement via Concur |
| Corporate Travel Planners     | 8:00AM – 6:30PM Monday-Friday  
                                      1-866-366-1142 (toll-free) or 210-366-1142  
                                      utdal@ctp-travel.com  
                                      1-800-441-6512**  
                                      **After-hours number to be used only in case of emergencies; VIT Code: S2P2A |
| (CTP)                          |                                                                                      |
| *Effective Jan 2016, FS fees are being charged to the Dept. |                                                                                  |
| Anthony Travel (ATI)           | 8:00AM – 6:00PM Monday – Friday  
                                      1-800-684-2044 (toll-free) or 512-617-8444  
                                      UTD@anthonytravel.com  
                                      1-800-342-9008**  
                                      **After-hours number to be used only in case of emergencies, VIT Code S4RRG |
| *Effective Jan 2016, FS fees are being charged to the Dept. |                                                                                  |
Concur Online Booking Tool Fees

For the past two years, the university has paid travel booking fees centrally while we transitioned to the new online booking tool, Concur. We have made progress toward implementing the tool, but have only achieved 37% of our bookings through the on-line system. Processing fees for Concur are 50% less than using a full-service agent and the available services are almost identical.

Effective January 1, 2016 The Office of Budget and Finance will only fund transactions processed through the Concur on-line booking tool. Departments who chose to use a full service agent will be required to pay the full-service fees from their departmental cost center.

POTENTIAL SAVINGS

37.8% ONLINE

62.2% FULL-SERVICE

GOAL: 70% online adoption rate by the end of FY 2016!

Reaching this goal will help generate a $61,000 annual savings for the university.

NEED HELP?
HAVE A QUESTION?
Contact travel@utdallas.edu
Other Important Guideline:
The *Fly America (Open Skies)* Act requires travel on U.S.-based airlines for business travel funded by federal grants.

<table>
<thead>
<tr>
<th>Expenses Allowed for Airfare</th>
<th>Expenses Not Allowed for Airfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach class is <strong>required</strong> for domestic and international travel</td>
<td>First Class Seating</td>
</tr>
<tr>
<td>Baggage fee for first checked bag</td>
<td>Ticket Change Fees (unless required to do job duties)</td>
</tr>
<tr>
<td></td>
<td>Southwest Airlines Early-Bird Check-in Fee</td>
</tr>
<tr>
<td></td>
<td>Seating Preference Fees</td>
</tr>
</tbody>
</table>
HOTEL AND LODGING

• Hotel Reimbursement is limited to actual cost
• All lodging reimbursements greater than the GSA allowance will be paid if approved by the respective VP, Dean or Fiscal Officer.
• Conference hotel expenses for ‘standard’ rooms are exempted from GSA allowance

<table>
<thead>
<tr>
<th>Expenses Allowed for Hotel/Lodging</th>
<th>Expenses Not Allowed for Hotel/Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Fees</td>
<td>Movies/Laundry</td>
</tr>
<tr>
<td>Internet fees for business use</td>
<td>Alcoholic Beverages</td>
</tr>
</tbody>
</table>
HOTEL AND LODGING

→ Lodging receipts are **ALWAYS** required.
→ **Itemized** lodging receipts must be in the traveler’s name for the traveler to be reimbursed.
→ Any non-conference lodging greater than the GSA allowance will require an approval by the respective VP, Dean or Fiscal Officer.
→ Direct billing for University guests is only available for local DFW hotels pre-approved on the [Hotel Reference Sheet](#). The [Local Hotel Direct Billing Request](#) should be completed prior to the hotel stay.
VEHICLE RENTALS

UT System rates include a Loss Damage Waiver (LDW) and Personal Accident Insurance (PAI). Allowable vehicle types range from compact or economy up to a full-size vehicle.

Current contracted agencies are:

→ Avis
→ Enterprise
→ National

NOTE: Avis, Enterprise and National Rental cars can be booked and direct billed via Concur or university-contracted travel agency.
### Expenses Allowed for Vehicle Rentals

- All applicable taxes and mandatory charges
- Fuel purchase options
- Actual gasoline expenses (receipts required)
- Toll reimbursements (receipts or toll tag print-out required)

### Expenses Not Allowed for Vehicle Rentals

- Liability insurance supplements (Approved for International Travel ONLY)
- Personal accident insurance
- Safe trip insurance
- Personal effects insurance
- Ski Racks
- GPS Systems
- Additional driver charges
- Parking violations or moving citations
### Taxis, Shuttles, & Limousines

<table>
<thead>
<tr>
<th>Type of Transportation</th>
<th>For a traveling employee, fares are reimbursable in the following instances:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TAXI/SHUTTLE SERVICE</strong></td>
<td>→ To/From the airport by DFW Airport approved cabs</td>
</tr>
<tr>
<td></td>
<td>→ Between the hotel and the meeting location</td>
</tr>
<tr>
<td><strong>LIMO/CAR SERVICE</strong></td>
<td>May be reimbursed only if it is the lowest cost transportation available. <em>Documentation is required. (UBER and Lyft)</em></td>
</tr>
<tr>
<td><strong>PUBLIC TRANSPORTATION</strong></td>
<td>For out-of-state travel, the cost of subway, bus, or other relevant public transportation will be reimbursed to the employee. Receipts are suggested.</td>
</tr>
</tbody>
</table>

*Fares incurred for meetings held in the city of the employee’s standard work location are not reimbursable.*
→ Airport, hotel, and public parking expenses are reimbursable
→ Tolls for business purposes are reimbursable with a receipt or toll tag statement with business tolls highlighted
→ *Valet parking is not reimbursable*
MILEAGE

In-State Mileage
→ Mileage can be calculated to/from the employee’s: home, headquarters, and other locations
  Mileage will be reimbursed based on the shortest route calculated by MapQuest, Google Maps, or a
  similar tool
→ The university will reimburse mileage to-and-from airports in headquarter cities

Use of Personal Vehicle for Out-of-State Travel
The amount will be determined between a cost comparison of the lowest available airfare rate and the actual mileage to-&-from the out-of-state destination. The lowest amount will be reimbursed. The lowest airfare comparison must come from one of the contracted travel agencies.

Total cost of Mileage for Trip < Lowest Air Ticket from Contract Agency
MEALS

This is not a FLAT RATE.

✔ UTD traveler should only claim **actual** meal expenses incurred each day.
✔ If a conference meal is provided, no meal reimbursement should be submitted for that same meal.
✔ Receipts are not required* for meals if the total is less than the GSA Allowance.
✔ Alcohol is not reimbursable for university travelers.

*Departments may internally require receipts.
*Grants require receipts.
BUSINESS ENTERTAINMENT

→ NEW!! Reimbursements process available through eProcurement
→ All receipts submitted must be itemized
→ There must be a specific business purpose clearly demonstrating a benefit to the University and its mission*
→ Must be preapproved

* Request for Payment / Reimbursement of Business Expense
**ALCOHOLIC BEVERAGES**

*Reasonable* expenses for alcoholic beverages are allowed with approved business entertainment meals and events. Alcoholic beverages are not allowed when not associated with business entertainment.

→ A traveler will not be reimbursed for any alcoholic beverages purchased separately or with an individual meal.

→ For a business entertainment event, the [Special Events Risk Assessment form](#) should be completed and submitted to the Office of Administration at least 10 days prior to the event.

→ When alcohol is provided by the University as part of a business entertainment function, a person licensed to serve alcohol must provide and serve the drinks to the attendees. This rule applies for all business entertainment activities, whether at a restaurant, hotel, or in an employee’s home.
**Important Guideline:**
Travel expenses such as mileage, parking fees, and meals are not reimbursable for employees traveling for business between buildings on the same campus.
CONFERENCES

- Registration fees may be pre-paid via the One Card
- Registration fees personally paid by employees in advance or at the time of registration are reimbursable after the conference with the appropriate documentation. The document must clearly demonstrate that payment has been made.

Other Important Guideline:
Q: What if I’m not able to attend a conference for which registration was paid in advance?
A: The first step is to attempt to obtain a refund from the conference organizers. If that is not possible, reimbursement to the employee will only be made in the case of a documented emergency.
Conference hotel rates are not subject to the GSA allowance.

<table>
<thead>
<tr>
<th>Expenses Allowed for Conferences</th>
<th>Expenses Not Allowed for Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>Excess Baggage Charges for Personal Belongings Beyond the 1st bag</td>
</tr>
<tr>
<td>Meals (if not provided by conference)*</td>
<td>Cleaning</td>
</tr>
<tr>
<td>Lodging</td>
<td>Laundry Expenses</td>
</tr>
<tr>
<td>Phone Calls (official business only)</td>
<td>Business Entertainment Expenses (unless pre-approved)</td>
</tr>
<tr>
<td>Gasoline for rental/state-owned vehicles</td>
<td></td>
</tr>
<tr>
<td>Mileage for business use of personal vehicle</td>
<td></td>
</tr>
<tr>
<td>Parking Fees</td>
<td></td>
</tr>
<tr>
<td>Toll Charges</td>
<td></td>
</tr>
<tr>
<td>Copies, Mail, or Shipping Charges</td>
<td></td>
</tr>
</tbody>
</table>
FOREIGN TRAVEL

→ Travel Authorizations must be submitted before travel regardless of the source of funding for approval by the International Center (IC)
→ Travel requests to destinations listed on the U.S. State Department website require additional review and approval by the IC
→ Approvals must be obtained before reservations are ticketed
→ All travel outside the United States, with the exception of travel to U.S. possessions requires final pre-approval of the President or his/her designee.
→ The UT System considers travel to Canada and Mexico to be foreign travel.
Foreign Travel

International SOS (ISOS)

- All foreign travel must be registered with International SOS.
- Travel booked through the contracted travel agencies is automatically registered with ISOS.
- Host-paid travel and travel for family members who are accompanying a UT Dallas employee should register for ISOS using the membership number 11BSGC000037.
→ Combining business travel and personal travel must be pre-approved through the travel authorization process.
→ Only business related expenses can be reimbursed and reimbursement will be made only for the time during which official business is conducted.
→ Reimbursable transportation and lodging expenses should correspond with the expenses of a round trip to the designated area of official business. Price quote comparison should be obtained from the contracted travel agencies.
→ Personal expense for airfare, car rental, or other direct-billed items cannot be charged to UT Dallas direct bill accounts or travel advance cards.
RELOCATION EXPENSES

<table>
<thead>
<tr>
<th>Expenses Allowed for Relocation (limited to reasonable expenses)</th>
<th>Expenses Not Allowed for Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household goods</td>
<td>Pets, livestock trailers</td>
</tr>
<tr>
<td>Family Personal Effects</td>
<td>Building Materials</td>
</tr>
<tr>
<td>Professional Possessions</td>
<td>Automobiles (Unless approved by President, Provost, or VP)</td>
</tr>
<tr>
<td></td>
<td>Maid Service or Childcare</td>
</tr>
<tr>
<td></td>
<td>Art Collections</td>
</tr>
<tr>
<td></td>
<td>Wine Cellars, Antique Cars, etc.</td>
</tr>
</tbody>
</table>

Other Important Guidelines:

→ Submit the offer letter with the reimbursement request.
→ Original receipts are required, and only accepted, in the name of the employee
→ Travel rates related to the final relocation of a new employee are limited to actual costs, not to exceed the travel rates for state employees
## Travel Receipt Guide

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Out-of-Pocket Expenses</th>
<th>OneCard*</th>
<th>Can Use OneCard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare**</td>
<td>PM</td>
<td>N/A</td>
<td>NO</td>
</tr>
<tr>
<td>Auto Rental</td>
<td>PM</td>
<td>PM</td>
<td>YES</td>
</tr>
<tr>
<td>Taxi/Parking/Shuttle</td>
<td>PM</td>
<td>PM</td>
<td>YES</td>
</tr>
<tr>
<td>Lodging</td>
<td>PM</td>
<td>PM</td>
<td>YES</td>
</tr>
<tr>
<td>Meal-Individual Daily Allowance ***</td>
<td>Required only if Exceeds GSA rate</td>
<td>Required only if Exceeds GSA rate</td>
<td>YES</td>
</tr>
<tr>
<td>Meal-Business Entertainment*</td>
<td>PM</td>
<td>PM</td>
<td>YES</td>
</tr>
<tr>
<td>Alcohol-Business Entertainment Only*</td>
<td>PM</td>
<td>PM</td>
<td>YES</td>
</tr>
<tr>
<td>Purchases while in travel status</td>
<td>Dept</td>
<td>Dept</td>
<td>YES</td>
</tr>
</tbody>
</table>

PM: Send receipts to Procurement/OneCard Team  
Dept: Keep receipts in cardholder's departmental office  
* No State Funds can be used as default for One Card  
** Airfare normally direct billed via travel agencies/Concur  
*** Grant funded purchases always require receipts  
Any single meal exceeding $75 requires a receipt per IRS Publication 463
Itemized Receipt Form

If the itemized receipt is not available, submit a lost/non-itemized receipt form.

UT Dallas > Procurement > Forms > Lost or Non Itemized Receipt
NEW!! Reimbursement (travel & non-travel)

• Effective January 1, 2016, Procurement Management will begin enforcing a 60 day business expense reimbursement period for payment of allowable employee business expenses, to include travel and non-travel related items.

• In accordance with the Internal Revenue Service accountable plan regulations, business expense reimbursement documentation must be submitted within 60 calendar days after business related expenses are incurred, or the trip ends.

• If not submitted within 60 days, the reimbursement becomes taxable to the employee for federal, state, FICA and Medicare taxes; and will be withheld from the employee’s paycheck.

• Any reimbursement claim that is submitted after 60 days of the actual expenditure and/or the end of the trip will be reported to the Payroll Office for proper taxation as mentioned above.
Travel Reimbursement

What does it cover? (if not direct billed)

- Lodging (based on actual expense up to GSA allowance)*
- Meals (based on actual expense up to the allowed rate, not a flat rate)
- Car Rental (compact to full size)
- Mileage (designated location or home whichever is the least)
- Incidentals

*Hotel rates may not exceed the GSA allowance for that location for a ‘standard’ room. Exception request(s) for additional allowance must be approved by the respective VP, Dean, or Fiscal Officer.
Travel Reimbursement (cont.)

- Conference Registration Fees
- Fares, Public Transportation
- Parking
- Other Travel Expenses including fees, business calls, hotel taxes (except Tx occupancy), etc.
Travel Reimbursement (cont.)

- All documentation needs to be sent electronically to Procurement
- When taping receipts, please do not place the tape over the dollar amounts or dates, nor highlight
- Attach conversion sheets for foreign receipts. Use this website to make this conversion:
- Only one conversion sheet is required per week for all receipts submitted
COMMON REIMBURSEMENT ERRORS

• Missing documentation: receipts, email approvals, correct mileage charts, approved forms
• Requesting the GSA allowance for meals instead of actual
• Requesting the GSA allowance for meals when conference meals were available
• Requesting GSA allowance for meals when items were submitted on a Business Expense Form
• Requesting reimbursement for items that were direct billed (airfare/rental car) or paid on a Travel Advance Credit Card
• Purchasing airfare outside of travel agent without prior approval
• Name on Travel Voucher differs than Booking Name, Concur Name, Passport Name
Things to Remember….  
travel@utdallas.edu or onecard@utdallas.edu 
x2300

UTD Travelers are exempt from paying Hotel Occupancy taxes. Our Federal ID number is

75-1305566

• ALL purchases are subject the Texas Public Information Act/Freedom of Information Act and can be viewed by the general public (including vendors and the media) upon request.

• UTD transactions are subject to audit by our Internal Audit department, the UT system, and the State of Texas.

• State & Federal laws require us to extend a good faith effort to women and minority-owned business when purchasing goods and services for UTD.
Business Justification of Purchases

- Why or How does the expense/purchase relate to university business?
- Where did expense occur? Where to buy from?
- Who was or will be involved in the expense/purchase?
- What does the expense represent?
- When did the expense occur or when does purchase need to be made?
**Purchasing Purpose Examples**

**Poor Purpose**
- Conference registration
- Books

**Good Purpose**
- Registration for Deborah Reynolds to attend NAEP conference in Hawaii in October, 2015 for professional development and networking.
- Books necessary for classroom instruction, Buying Habits of Successful People.