Travel Coordinator Tip Sheet

A list of best practices and helpful tips and links for the travel coordinator

Airfare
• Contracted travel agencies/airlines are:
  • Concur Online Booking Tool
  • Anthony Travel, Inc. – 1-800-684-2044
  • Corporate Travel Partners – 1-866-355-1142
• It is a best practice approach to book travel 21 days in advance to receive the best airfare rates.

Hotel and Lodging Expenses
• Itemized lodging receipts must be in the traveler’s name for the traveler to be reimbursed.
• Actual Expenses allowed for hotel and lodging: Mandatory fees
• Expenses not allowed for hotel and lodging: movies, laundry, and alcohol

Meals
• Meal Reimbursement is limited to actual meal(s) expense each day.
• The domestic maximum per diem rates can be found on the GSA website here.
• Alcohol is not a reimbursable expense for travelers.

Mileage
• The University follows a $0.50/mile rate (subject to change)
• Mileage will be reimbursed using MapQuest, Google Maps, or a similar tool.

Conferences
• It is a best practice approach to register for conferences early and capitalize on ‘early bird’ discounts whenever possible.
• Registration for approved conferences can be purchased on the University Purchasing Card.
• Conference hotel rates are not subject to the lodging per diem as long as a standard room is booked at conference rates.

Same-Day Travel
When an overnight stay is not included as part of business travel, meals are not reimbursable, but transportation costs such as airfare, car rental or personal vehicle mileage are

Additional information regarding travel procedures can be found on the Procurement Management Website:
www.utdallas.edu/procurement/departments/travel/

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