Non-Employee Travel Tip Sheet

High level summary of travel and expense information for student and prospective employee travel

Before Guest Travel

- A Travel Authorization form should be completed first when planning a trip for prospective employees or students using a centrally billed airfare or requesting reimbursement for travel on university business.
- An Authorization for Professional Services must be completed for all non-employee independent contractors traveling for the university in conjunction with providing compensated services.

Airfare

- Airfare must be arranged for and purchased through the Concur Online Booking Tool or the contracted travel agencies, Anthony Travel or Corporate Travel Planners.
- Anthony Travel, Inc. – 1-800-684-2044
- Corporate Travel Partners – 1-866-355-1142
- Guests of the university can be booked as Guest Travel in Concur. For more information, please see the Quick Guide for Booking Guest Travel and Checklist for Booking Guest Travel
- Coach class is required for domestic and international travel.

Hotel and Lodging Expenses

- Itemized lodging receipts must be in the traveler's name for the traveler to be reimbursed.
- Expenses allowed for hotel and lodging: Mandatory fees
- Expenses not allowed for hotel and lodging: Movies, laundry, and alcohol

Meals

- The domestic maximum per diem rates can be found on the GSA website at: http://www.gsa.gov/portal/category/104711
- Alcohol is not a reimbursable expense for travelers
- Gratuity is capped at 20%.
- Meals are reimbursed at the actual cost which should not exceed the per diem rate.

Mileage

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

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 allowed.

Vehicle Rentals

- Contracted agencies are:
  - Avis
  - Budget
  - Enterprise
  - Hertz
  - National
- Car rentals can be booked through the University-contracted travel agencies or the Concur Online Booking Tool.
- The University contract rates for the rentals include a collision damage waiver or a loss damage waiver.
- Allowable vehicle types range from compact or economy up to a full-size vehicle.
- Allowed vehicle charges: All applicable taxes and mandatory charges; Fuel purchase options when practical; Actual gasoline expenses (receipts required); Toll reimbursement (should be supported by receipts or toll website).
  - Prohibited vehicle charges: Liability insurance supplements; Personal accident insurance; Safe trip insurance; Personal effects insurance; Ski racks; Additional driver charges; Parking violations or moving citations; or GPS unless required for trip.

Local Hotel and Lodging Expenses

- Local hotels noted on the Hotel Reference Sheet have pre-approved direct billing capability with the university.
- If one of the hotels on the reference sheet is booked, please use the Local Hotel Direct Bill Request for payment of a university guest's hotel stay.
- If the guest pays out-of-pocket, itemized lodging receipts must be in the traveler’s name for the traveler to be reimbursed.
- Expenses allowed for hotel and lodging: Mandatory fees
- Expenses not allowed for hotel and lodging: Movies, laundry, and alcohol

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

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