



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT  
TRAVEL

SUB-TOPIC

**REQUIRED RECEIPTS**

The following receipts must be attached to the Travel Voucher if the associated expenses are to be considered for reimbursement:

1. Transportation Receipts, i.e., those issued by airline, train or bus companies.  
**NOTE: If the airline, train, or bus receipt is not available, proof of transportation will be accepted as outlined below:**
  - a. Copy of ticket along with a statement explaining why the original ticket is not available.
  - b. If neither the actual ticket nor the copy is available, then the travel agency invoice, along with statement explaining why neither is available, must be submitted.
  - c. If unable to provide proof outlined in a and b above, then credit card receipt, along with a statement explaining why neither is available, must be submitted.
  - d. If unable to provide proof outlined in a, b or c above, then a signed statement explaining why employee is unable to provide proof must be submitted.
2. Lodging Accommodations (both in-state and out-of-state): only single occupancy rates may be claimed. In cases where more than a single occupancy charge is reflected on the receipt, indicate the single occupancy rate on the receipt.  
**NOTE: State agencies may be direct billed by commercial lodging establishments for the lodging expenses of their employees when attending conferences or seminars. This provision is effective only when an agency sends more than one employee to a conference or seminar. A Hotel Room Direct Bill Request (Exhibit B12) must be completed and sent to the UTD Travel Coordinator prior to initiation of the travel period.**
3. Car Rental
4. Group, Team or Student Receipts: Receipts must be obtained from each individual who receives an advance allowance for commercial transportation



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**REQUIRED RECEIPTS, Continued**

and lodging. They are to be attached to the appropriate Travel Voucher, Team/Group Travel Authorization (Exhibit B14) or Team/Group Travel Disbursement Register (Exhibit B15).

5. Registration Fees: Receipts must be obtained for registration fees and attached to the Travel Voucher.