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

**Airfare**
- Contracted travel agencies/airlines are:
  - Concur Online Booking Tool
  - Concur
  - 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.
- The “Fly America (Open Skies) Act” encourages individuals to book airfare on American owned airlines whenever possible and cost effective.

**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**
- It is a best practice approach to keep itemized receipts for meals for the traveler’s personal reference and expense support.
- The domestic maximum per diem rates can be found on the GSA website at: [http://www.gsa.gov/portal/category/104711](http://www.gsa.gov/portal/category/104711)
- 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.
- Depending on University policy and department practices, 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.

**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 UT System contract rates for the rentals include a collision damage waiver or a loss damage waiver.

**Legal Authority/Regulation References**
- State of Texas Travel Regulations Act
- Rules and Regulations of UT System Board of Regents
- State Comptroller of Public Accounts (Travel Act)
- Internal Revenue Service (IRC Rule 162 and various rules)
- U.S. General Services Administration (GSA)

**Other Helpful Links & Forms**
- OANDA (currency conversion)
- Domestic Per Diems (GSA)
- Foreign Per Diems (U.S. Department of State)
- Foreign Travel: Office of International Education (OIE)
- Guidelines for Student Travel
- State Funded Travel to D.C.
- Traveler Checklist
- Hotel State Tax Exempt Form
- Travel Authorization Form
- Post-Travel Expense Reimbursement (Travel Voucher)
- UT Dallas Parking Spot Discount Website
- Local Hotel Reference Sheet
- Other Travel Management Forms

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

Travel Management
Office of Procurement Management
travel@utdallas.edu
972-883-2300