**Office of Budget and Finance**

Central Business Office

**TRAVEL EXPENSE ENVELOPE (TEE)**

Enter Traveler contact information here

Enter trip information here, including cost center to charge travel costs, business purpose of travel, dates of travel, and destination

If the traveler is claiming any personal mileage, enter the from/to destinations here. Please include a map (see Google or MapQuest) of the mileage route as backup documentation.

If any Travel Advance Card expenses were incurred, please complete a Travel Advance Envelope (TAE) and indicate "Yes" here. If this does not apply, choose "No".

Fill in your dates of travel on the first line

Indicate any out-of-pocket hotel room/tax expenses

Indicate meal expenses (actual expenses for each day up to allowed per diem amount)

Any transportation costs, including personal mileage, airfare/rental car (if not direct billed), train, bus, taxi, parking, tolls, etc.

Any miscellaneous expenses such as conference registration fees, internet, telephone, or fax fees, etc.

**FREQUENTLY ASKED QUESTIONS**

What do I have to submit with the TEE?
- Lodging Receipts
- Airfare/Rental Car Receipts (if NOT direct billed)
- Any receipts associated with transportation costs
- Personal Mileage map, if applicable
- Conference fee or any other miscellaneous fee receipts
- Backup documentation if granted a per diem exception

When should I submit my TEE?
You should submit your TEE as soon as possible upon return from travel to ensure the fastest turnaround for your reimbursement.

What if I am missing a receipt?
You should complete a Lost Receipt Statement for any missing receipts and include it in your TEE.

What if I had Travel Card expenses?
If you incurred no out-of-pocket expenses, you do not need to complete the TEE.

If you had Travel Advance Card expenses, you must complete the Travel Advance Envelope (TAE) and return it to the CBO. Please do not report Travel Card expenses on the TEE.

What happens after I send my TEE to the CBO?
The CBO will complete a Travel Voucher and will route the form electronically for approval signatures. The Traveler will receive a copy of the completed voucher and notification via e-mail that the form has been forwarded to Procurement Management.

Any additional questions?
We are happy to help! Please contact the Central Business Office:
OBF-CBO@utdallas.edu
972-883-4758

Note: mileage is reimbursed at $0.50 per mile. Please provide a map (Google/MapQuest) of personal mileage route as backup for voucher.

Office of Budget and Finance

Central Business Office

**TRAVEL EXPENSE ENVELOPE (TEE)**

Enter your total expenses for each category for each date of travel. Please make sure to include all receipts in the envelope and complete the Lost Receipt Statement for any missing receipts.

Please note that this is only for out-of-pocket expense reimbursement. Any expenses occurred on a Travel Card are reported separately through a Travel Advance Envelope (TAE).

**Receipts Required for the Following:**
- Lodging
- Airfare or rental car (if not direct billed),
- Train, bus, taxi, tolls, parking
- Any miscellaneous fees such as conference registration, telephone, fax, etc.

**Receipts Not Required for the Following:**
- Daily meals. Please list actual expenses per day, not to exceed the daily per diem. (see Domestic and Foreign Per Diems)

Note: mileage is reimbursed at $0.50 per mile. Please provide a map (Google/MapQuest) of personal mileage route as backup for voucher.

**Estimated Reimbursement Requested:** 870.00