

The University of Texas at Tyler

Travel Program Policies and Procedures

Email: travel_docs@uttyler.edu with questions

December 2023

General Rules Governing the University Travel Program

Travel by university employees is governed by the General Appropriations Act, the Rules and Regulations of the Board of Regents, official interpretations of the State of Texas Travel Regulations Act by the State Comptroller of Public Accounts, and university policies and procedures. All employees are required to be aware of the laws, rules, and regulations governing travel by state employees. For employees failing to comply with these provisions, the university shall assume no liability and the employees may not be reimbursed for travel expenses.

Purpose. This policy acquaints university faculty and staff with the travel approval guidelines. For employees failing to comply, the university shall assume no liability and the traveler may not be reimbursed for travel expenses.

Persons Affected. All persons traveling on official state business for The University of Texas at Tyler (UT Tyler), i.e., employees, students, prospective employees, and other university visitors who receive no service payment.

Conservation of Funds. A traveler's travel must be planned to achieve maximum savings and efficiency. The travel expenses must be the most cost-effective considering all relevant circumstances (for example - the consideration for using a personal vehicle versus a rental vehicle). A department may adopt expense reimbursement and payment rates lower than the maximum rates. The department's employees must be notified in writing before the lower rates are implemented.

Travel Authorization. A traveler must obtain prior approval for all university travel that causes absences from the home campus (Tyler, Houston, Longview, or Palestine) of half a day or more during the normal working period, whether or not there is a cost to the university. Before the trip and before making travel arrangements the traveler should obtain authorization by completing a UT Share/PeopleSoft Travel Authorization (TA) and having it approved by their "reports to" supervisor and the budget authority funding the travel.

Travel Contracts. UT Tyler shall participate fully, regardless of fund source, in any travel contracts established by the State Comptroller Procurement Services or the University of Texas System (UT System). UT System has designated one or more travel agencies to provide airline, lodging and rental car reservations and ticketing services for university travelers. Participation in such contracts (e.g., airline, car rental) is mandatory. Those who are not compliant may be suspended from future travel and/or may not be reimbursed for travel expenses. Any exceptions must have approval in writing prior to travel from the Vice President for Budget and Finance.

University Travel Credit Cards.

- UT Tyler does not provide cash advances to travelers, except for special circumstances such as student meal money as approved by the Vice President for Budget and Finance. Instead, the university participates in the State Comptroller credit card program.
- Full-time employees may obtain a corporate liability individual billed account travel credit card using the electronic application form. To be eligible for a credit card, an employee must be expected to take at least three (3) trips or spend at least \$500 per fiscal year for university business. If a credit card will not be used for a period of time, limits should be reduced to \$1.00 or the account should be closed to avoid inadvertent misuse or fraudulent activity.
- If an employee is issued a travel credit card, he/she accepts the responsibility to use the card for official travel purposes only. It is also the employee's responsibility to submit original itemized receipts for each charge (including meals) within 10 business days after returning from the trip. The respective department shall ensure that all charges are paid timely and that the account is reconciled monthly to the credit card statement.

- Travel credit cards may be used by the cardholder to pay for another traveler's expenses. Individual itemized receipts must be submitted for each traveler's expenses. Meals, lodging, etc. must be receipted separately, not grouped together. Itemized receipts are required.
- When the travel card holder is a university budget authority (BA), the BA must insert his/her "Reports To" supervisor for review/approval of the BA's own payment of travel card charges. Please see Adhoc Approver Training Procedures for more information on how to "insert" your supervisor into the workflow process. The credit card statement and all supporting detail must be attached to the voucher.
- Delinquent credit card accounts may result in the closure of the account by the issuing bank. Misuse of the card may result in cancellation and disciplinary actions up to and including termination by the university.
- For security reasons, the named cardholder must pick up the card in person with valid ID at the university Cashier's windows at the One Stop Shop (Stewart Hall, 230).
- The university shall maintain a central billing corporate credit card for university airfare. Disbursements personnel in Financial Services shall be responsible for ensuring that airline payments on the university's corporate credit card account are processed through established voucher procedures in a timely manner.
- Temporary travel credit cards are available for students traveling on official university business and for emergency situations. Assignment of temporary card limits shall be determined on a case-by-case basis.

Transportation.

- Car Rental. All employees are required to choose from the UT System contracted car rental companies. For cost conservation, the default "Standard" size shall be selected when reserving. When multiple university travelers are traveling together, selection of the vehicle will depend on vehicle passenger recommendations taking into consideration luggage needs. When traveling by automobile, employees must use a rental unless the department's budget authority approves the use of a personal vehicle prior to travel (See Personal Vehicle below). Car reservations are reserved using the car rental agency's online website or with the UT System contracted travel agencies when making flight reservations. Car reservations will be charged to a university travel credit card or an individual's personal credit card.
 - 12-Passenger Vans. These vans are centrally reserved and billed through UT Tyler's travel office. Email Travel_docs@uttyler.edu to reserve a van.
 - As a reminder, 12-passenger van specific training is required; please contact Campus Police for details.
- Personal Vehicle. When using a personal vehicle, budget authority approval must be obtained prior to travel and documented in the "Comment" section of the travel authorization and expense report.
 - **The 2024 mileage rate for January 1 to December 31 is 67 cents per mile.**
 - **The 2023 mileage rate for January 1 to December 31 is 65.5 cents per mile.**
 - When using a personal vehicle, mileage must be used to calculate reimbursement. The University Travel credit card may NOT be used to purchase fuel for a personal vehicle.

- Point-to-point mileage may be documented by MapQuest (UT Tyler's designated online mapping service) or by an employee's vehicle odometer reading. When using MapQuest, the shortest distance option must be selected and maps must be dated with the current fiscal year. A copy of the MapQuest screenshot should be attached to expense report.
 - Where a campus department chooses to reimburse a lower amount than point-to-point mileage as documented by MapQuest, reimbursement will be limited to an amount not greater than the cost of a standard sized rental car and actual gas receipts from the personal vehicle.
 - Travel when using a personal vehicle to conduct official university business is strongly discouraged since the employee's personal auto insurance will be primary at all times and includes the employee owner and all additional occupants., (see UT System policy UTS157, Section 3.4.)
 - Mileage between a traveler's personal residence and place of employment is never reimbursable and a university issued travel credit card may not be used to fill a personal vehicle for commuting between home and the university headquarters.
- Commercial Air. Airline tickets and changes must be booked through one of the UT System contracted travel agencies. The agency will require an approved UT Share/PeopleSoft Travel Authorization number and a departmental cost center to reserve airfare. Contract airfares shall be used for official university travel but are not extended to personal travel. Airline tickets are direct billed to the university's corporate credit card account.
 - First Class Airfare and Upgrades. With advance approval by a Department Head, first class airfare may be reimbursed, without limitation as to the source of funds, if it is the only available airfare or if it is required due to medical or physical limitations as documented by an attending physician.
 - UT Tyler reimbursement for upgrades, including the use of Southwest Airlines Business Select, are limited to Executive Officers and Regents. Executive Officers and Regents may elect to upgrade the class of airfare if there is a documented business reason and institutional funds are used. State funds may not be utilized for the cost of such upgrades. An authorized signer must provide advance approval and documentation of the business reason; documentation must be submitted as support for the payment of the upgrade.

Lodging.

- Departments may make lodging arrangements directly with vendors or through UT Tyler's designated travel agency. Lodging reservations made through the designated travel agency are reserved and paid for by using a personal credit card or an individual's university billed credit card.
- Lodging is reimbursable up to the daily maximum set forth by the comptroller per night and is limited to actual expenses based on receipts. Itemized receipts are required for lodging.
- For in-state travel, a Texas Hotel Exemption Certificate must be provided to the lodging establishment at check-in.
- For employees sharing a room: Each employee must submit individual documentation for reimbursement of his or her share. The lodging establishment will split the bill if the request is made at the time of the room reservation. Rooms must be in each traveler's own name.

Meals.

- There is no “Per Diem” for meals.
- Travel meals are reimbursable up to the daily maximum set forth by the State Comptroller, not to exceed actual expenses. For travel requiring an overnight stay, travelers may claim the actual cost of meals up to the current maximum allowable rate. The maximum allowable rate should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.
- In general, meal receipts are not required when meals are paid for out of pocket and the employee requests a reimbursement. However, campus departments may require receipts from their department travelers. Itemized receipts ARE required for all University Travel credit card charges including meals. Please note that an itemized receipt includes each item purchased and is not the same as the summary credit card receipt.

Travel by Non-Employee Travelers.

Non-employee travelers, i.e., students, prospective employees, and other university visitors who receive no service payment shall follow the procedures detailed above for employees.

Reimbursements for out of pocket costs are paid in Travel and Expense using an expense report. All receipts are required, including meals. Complete and attach to the expense report, the Non-Employee/POI Reimbursement Certification Form.

Independent contractor expenses are a part of the cost of service to the university and included on the same purchase order. These expenses are paid in Accounts Payable using a PO voucher.

Audit of Travel Vouchers and Expense Reports. Under Texas Government Code, Section 403.071, and Section 2171.056, the State Comptroller of Public Accounts is required to audit travel vouchers and expense reports for compliance with the TPASS’s rules regarding contracted travel services when the purchase is from state funds (“21” cost centers). The audit is required for two purposes: 1) to ensure that agencies are using the contracts; and 2) to ensure that these agencies comply with the contracted rates for the commercial airline and rental car services. The Office of the State Comptroller will perform the audit of travel vouchers and expense reports to ensure compliance with this policy. Also, travel transactions are subject to UT System and UT Tyler Internal Audit, UT Tyler Compliance Office and UT Tyler Financial Services review.

Required supporting documentation includes:

- State Comptroller Meal and Lodging rates (in state); GSA rates (out of state)
- Itemized Receipts (except when not required for reimbursement of out-of-pocket paid meals)
- A copy of MapQuest if using a personal vehicle
- Any special approvals for
 - Use of a personal vehicle
 - Lodging in excess of allowed rates
 - International Travel, etc.

Travel Authorizations

Definitions.

UT Share/PeopleSoft. UT Tyler's accounting information system.

Official State Business. The university may reimburse only those travel expenses incurred while the employee is conducting official state business of the university.

Purposes which are considered to be official state business are:

- To present the results of research or creative effort, if the travel for such purpose has been approved in advance.
- To represent the university in professional organizations that are a fundamental part of the system of higher education.
- To recruit faculty and staff as appropriate.
- To participate as a scholar in the development and exposition of knowledge in seminars, symposia or the like.
- To serve the various segments of society that have traditionally called upon higher education for such functions.
- To gather information to be disseminated to students and colleagues to improve instruction, research or other official functions of the university.
- To perform such other duties as part of the professional position held at the university.

The UT Share/PeopleSoft Travel Authorization (TA) is a numeric "Authorization ID" generated by the accounting system. A traveler must obtain prior authorization for all university travel that causes absences from the campus (Tyler, Houston, Longview, or Palestine) for half a day or more, whether or not there is a cost to the university. The traveler should obtain authorization by completing a TA and having it approved by their "Reports To" supervisor and the department budget authority funding the travel.

- A UT Share/PeopleSoft TA cannot be created after the first day of travel.
- In UT Share/PeopleSoft an approved TA cannot be corrected after it has been submitted. The TA can be deleted and recreated with the necessary changes if prior to the second day of travel.
- The TA must contain the traveler's name, dates of travel, destination, purpose, and benefit of travel and identify the chart fields to be charged for travel expenses. Estimated expenses may be detailed in the "Comment" field, on a spreadsheet which is then attached to the TA or entered line by line in the TA.
- Estimates for reimbursable charges to the traveler (meals, lodging, and incidental expenses) should be encumbered on the TA. Due to limitations in the accounting system, direct-billed charges (airfare, car rentals, and university credit card expenses) should not be encumbered. The amounts for direct-billed charges should be documented in the "Comment" field of the TA. If no reimbursement to the traveler is expected, a penny encumbrance is allowed for completion of the TA.
- Financial Services disencumbers TAs approximately six weeks after the last day of travel or if needed earlier, please email travel_docs@uttyler.edu. In the subject line enter "Cancel TA" and in the body of the email give the name of the traveler, the employee ID and the travel authorization number
- In advance of the travel, the traveler shall also make appropriate arrangements for disposition of his/her duties during his/her absence. If the traveler will miss classes, a qualified member of the instructional staff shall be identified and included in the "Comment" field of the TA. Under normal circumstances, the traveler should not reschedule classes.

Additional approvals or preparations may also be required as indicated below:

Student Travel.

For further information about student travel, please contact Student Affairs by emailing studentaffairs@uttyler.edu and enter "Student Travel" in the subject line.

Washington, D.C.

- All travel to Washington, D.C. requires prior notification to The Office of State-Federal Relations or The University of Texas System's Office of Federal Relations, depending upon the purpose of the travel. Notification to one of these entities, discussed below, must be processed before creating the traveler's TA.
- If the traveler intends to confer on legislative or appropriations issues with the U.S. Congress or federal government staff or officials, then the traveler must notify The Office of State-Federal Relations at <http://www.osfr.state.tx.us/>. The confirmation should be retained with the backup departmental documentation.
- For all other travel to Washington, D.C., the traveler must notify The University of Texas System's Office of Federal Relations by e-mail, notated on the Financial Services Washington, D.C. travel section.
- The traveler should include the following information in the e-mail:
- E-mail Subject Line: UT Tyler/Travel to Washington, D.C.
- E-mail Contents: Name of traveler, date of travel, traveler's e-mail address and phone number, and reason for travel to Washington, D.C.
- A copy of the sent e-mail should be retained with the backup departmental documentation.
- When processing the traveler's TA, the entity notified should be referenced in the "Comment" field and the Washington, D.C. fields should be completed.

Foreign Travel

- Pursuant to Section 9-5.10(h), Article IX General Appropriations Act, the Office of the Governor has adopted the following policy for travel to foreign countries, other than Canada and Mexico, by state employees on official state business:
 - All foreign travel, other than Canada, Mexico, U.S. territories (Virgin Islands and Guam), and U.S. protectorates (Jamaica) must have prior additional approval.
 - An "International Travel Approval" form must be completed at least 45 days before the date of departure. The form can be found on the Financial Services "Forms" web page.
 - Foreign travel must clearly involve official state business and be consistent with UT Tyler's legal authority.
 - UT Tyler employees and students traveling abroad on university business must register on-line with On Call International. On Call is a comprehensive, 24 - hour medical and emergency service response organization. On Call does not provide medical insurance but offers assistance with a variety of travel related issues — from doctor referrals to emergency evacuations. On Call can be accessed from the Financial Services website under "Travel."
<https://www.uttyler.edu/oip/study-abroad/faculty/insurance/>
 - For further information about foreign travel, please contact the Office of International Programs. www.uttyler.edu/oip/ or by email oip@uttyler.edu

Travel Reimbursement Procedures

This policy sets forth travel reimbursement rules and procedures for persons traveling on official business for UT Tyler.

Reimbursement Procedure

- A traveler should not pay by personal credit card, check, or cash for another traveler's out of pocket expenses while traveling. (Please see the University Travel Credit Card section.)
- To receive reimbursement for travel expenses, the traveler must submit original receipts within ten (10) working days after the travel occurs. Exceptions will be granted only if extenuating circumstances beyond the control of the traveler caused the late submission. If the exception is granted by the budget authority, then the extenuating circumstances should be documented in the "Comment" field of the expense report. If travel is of extended duration (greater than one month), receipts may be submitted at the end of each month of travel.
- After submitting the required receipts and supporting documentation, employee department processing of travel expenses should be made no later than ten (10) working days or within approximately two weeks.

Reimbursement for Cost of Meals

- The State of Texas does not allow a "Per Diem" for meals.
- For travel that does not require an overnight stay, there shall be no reimbursement for meals, lodging, or incidental travel expenses except for the cost of transportation.
- Employees traveling in-state or out-of-state receive the actual cost of meals, not to exceed the maximum allowable rate per day. The maximum allowable rate should not be claimed unless the actual expenditures equal or exceed the rate. Reimbursement for meals shall not exceed the locality-based maximum rates approved by the Office of the Comptroller of Public Accounts and published by the U.S. General Services Administration (GSA). For Texas locations not found on the federal GSA website, use **\$59 (FY2024)** as the meal rate.
- In-state and out-of-state travel occurring on the same day is treated as an out-of-state day for the purpose of reimbursement for meals.
- Receipts for meals are not required for in-state or out-of-state travel unless charged to a university travel credit card. A department budget authority may adopt a rule that itemized receipts are required for all meals, however, the department's employees must be notified in writing before the rule is implemented. For current meal rates, see the Financial Services website under "Travel."

Reimbursement for Cost of Lodging

- Lodging is reimbursable up to the daily maximum set forth by the comptroller per night and is limited to actual expenses based on receipts. Reimbursement for lodging shall not exceed the locality-based maximum rates approved by the Office of the Comptroller of Public Accounts and published by the U.S. General Services Administration (GSA). A printout of the lodging rate from the federal GSA website must be attached in reimbursement documentation.
 - Employees traveling in-state or out-of-state receive the actual cost of lodging, not to exceed the maximum allowable rate. For Texas locations not found on the federal GSA website, use **\$107 (FY2024)** lodging rate.
- An original lodging receipt is required and must include the following for reimbursement:
 - The name and address of the commercial lodging establishment
 - The name/s of the employee/s staying in the room
 - The single room rate
 - A daily itemization of the lodging charges
 - Proof of payment ("0" balance receipt)

- Employees sharing a room: Each employee must submit a travel expense report for reimbursement of his or her share. The lodging establishment will split the bill if the request is made at the time of the room reservation.
- For in-state travel, at check-in, the lodging establishment must be provided a Texas Hotel Exemption Certificate found on the Financial Services web page.
- For Conference lodging, if the rate is over the maximum allowed lodging rate the traveler must have budget authority approval prior to reserving the higher lodging rate. Institutional funds must be used to pay any excess amount. State appropriated funds (“21” cost centers) may not be used to pay the difference between the conference lodging rate and the maximum allowed rate. “21” cost centers must follow state travel rules.
Email travel_docs@uttyler.edu for additional information about restrictions on state funds.
- Budget authorities should strive to minimize the amount of travel expenses by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.
- A university employee may claim less than the maximum meal reimbursement rate for a “Default Location” and use the amount of the reduction to increase the maximum lodging reimbursement rate for the location. This is allowable for in-state and out-of- state travel. Budget authorities may require this reduction for their department, but employees must be notified in writing prior to travel (See Conservation of Funds above).
- Travelers can use state comptroller contracted hotels or a hotel of choice as long as the lodging rates comply with state comptroller lodging rate guidelines. Management encourages the use of the state comptroller contracted hotels (see the “Contracted Hotels” link on Financial Services web site).
- Lodging expenses incurred the night before state business begins and the night after state business ends are reimbursable.

Reimbursement for Cost of Transportation

Coordination of Transportation. “Coordination” of transportation means UT Tyler employees traveling together in one personally owned or rented vehicle. Coordination must occur when two or more employees, employed by the same department, travel from the same headquarters to the same duty point at the same time. When coordination is required, only one of the employees may be reimbursed for mileage or a rental car. However, mileage incurred to travel to a pick-up point by other employees may be reimbursed. Coordination is not required if it is determined infeasible for business reasons. When coordination is determined to be infeasible, a written statement identifying the valid business reasons for that decision must be attached to each person’s reimbursement request.

Rental Cars

- The contracted rental car companies shall be used for all official university business car rentals. UT System has mandated the use of the car rental vendors: Enterprise Rent-A-Car/National Car Rental, Avis/Budget Group and Hertz Corporation. The contracted rental companies must be used unless none of the vendors are able to provide the vehicle type necessary at the location and date required.
- Car reservations are reserved using the car rental agency's online website or with UT Tyler's travel agencies (CTP or ATI) when making flight reservations.
- Travelers are required to use the UT System contract car rental companies unless all contract vendors are unable to provide the car type needed for the location and dates required for travel. If contract vendors are unable to provide the necessary services applicable documentation must be provided with the expense report reimbursement request.
- Car reservations will be charged to a university direct billed travel credit card or a personal credit card.
- When associated with rental vehicles, reimbursable expenses include Texas and other

- state sales taxes, gasoline, parking fees, and toll charges.
- Rental Vehicle Non-Reimbursable Expenses
 - Additional optional insurances (i.e.: personal accident/effects, safe trip)
 - Any prepaid service charge (i.e.: toll, fuel)
 - Parking citations/moving violations
 - Non-business essential service (GPS, frequent flyer credit, satellite radio, vehicle delivery fees)
 - Personal travel
- All 12/15-passenger vans are centrally reserved and billed through UT Tyler's travel office. As a reminder, 12/15-passenger van specific training is required; please contact Campus Police for details.
- The use of 15-passenger vans is strongly discouraged and shall not be used to carry more than 9 occupants, including the driver (per UT System Policy, UTS157). Approval by the Vice President for Budget and Finance to use a 15-passenger van is required prior to travel. If VPBA approval is granted the guidelines in UTS157 must be followed. The 15-passenger van will be reserved through UT Tyler's travel office by emailing travel_docs@uttyler.edu.

See the Vehicles section on Financial Services web site for additional information.

Personal Vehicle

- Travel when using a personal vehicle to conduct official university business is strongly discouraged since the employee's personal auto insurance will be primary at all times and includes the employee owner and all additional occupants., (see UT System policy UTS157, Section 3.4.)
- UT Tyler strongly discourages two or more employees traveling together in a personal vehicle because of the liability carried by the vehicle owner.
- When using a personal vehicle, budget authority approval must be obtained prior to travel and documented in the "Comment" field on the expense report.
- Reimbursement of mileage at the set mileage rate is inclusive of all expenses, including fuel and repairs, associated with the operation of a personally owned or personally leased vehicle.
- Point-to-point mileage may be documented by MapQuest (UT Tyler's designated online mapping service) or by an employee's vehicle odometer reading but may not include personal travel. When using MapQuest, the shortest distance option must be selected and maps must be dated and printed with the current fiscal year for expense report documentation.
- Mileage between a traveler's personal residence and place of employment is never reimbursable.
- The University Travel credit card may NOT be used to purchase fuel for a personal vehicle.
- Where a campus department chooses to reimburse a lower amount than point-to-point mileage as documented by MapQuest for the most cost effective, shortest route, reimbursement will be limited to an amount not greater than the cost of a standard sized rental car and actual gas receipts from the personal vehicle.

Commercial Air

The University of Texas System has mandated that all faculty, staff, students and guests traveling on university business must use the UT System contracted travel agencies: Corporate Travel Planners (CTP) or Anthony Travel (ATI). Those who are not compliant with the policy may be suspended from future travel and may not be reimbursed for airfare expenses. All commercial air booked through CTP, ATI or Concur is direct billed to the university.

- Reservations must be confirmed within 24 hours or tickets are automatically canceled. Fare and flight availability are not guaranteed until purchased.

- To confirm the reservation, the agency will require an approved UT Share/PeopleSoft travel authorization number and a departmental cost center.
- Contract airfares shall be used for official university travel but are not extended to personal travel.
- Airline tickets are purchased with the university's corporate state credit card.
- All faculty, staff, students and guests who travel on university business are required to use the authorized travel agencies. Those currently exempt from this requirement include: student group travel (10 students or more) and athletic (team) travel.
- All airline tickets are booked through CTP (Concur/online and full service) or ATI (full service only).
- The reimbursement for air transportation may not exceed the cost of the lowest refundable available airfare. If non-refundable airfare is purchased, the employee may incur the risk of trip cancellation.
- If CTP or ATI is unable to provide airfare within \$100 of a lower fare available from another source, then the alternate travel provider may be chosen. Printed quotes from the agency and outside source, with an apples-to-apples comparison (same date, flights, cities, class of service, restrictions) must be provided to the Vice President for Budget and Finance in advance of ticket purchase.
- Non-business Travel. Contract airfares may not be used for leisure, personal, or non-business travel.
- Non-employees. UT System contract airfares are available for use when non-employees travel on behalf of UT Tyler and when travel is paid by UT Tyler. However, state-contracted airfares are not available to independent contractors or consultants working for UT Tyler.
- First Class Airfare and Upgrades. With advance approval by a Department Head, first class airfare may be reimbursed, without limitation as to the source of funds, if it is the only available airfare or if it is required due to medical or physical limitations as documented by an attending physician.
- UT Tyler reimbursement for upgrades, including the use of Southwest Airlines Business Select, are limited to Executive Officers and Regents. Executive Officers and Regents may elect to upgrade the class of airfare if there is a documented business reason and institutional funds are used. State funds may not be utilized for the cost of such upgrades. An authorized signer must provide advance approval and documentation of the business reason; documentation must be submitted as support for the payment of the upgrade.
- Frequent Flyer Miles/Flight Credits. UT Tyler may not reimburse for tickets purchased with frequent flyer miles or personal flight/travel credits.
- Baggage. One checked bag fee is reimbursable. Additional fees are reimbursable only if supplemental baggage is required to transport state owned equipment or materials (receipts and documentation are required).
- Chartered Aircraft. The use of charter aircraft requires advance coordination with UT System Travel Services and contract review by the Office of General Counsel and appropriate Executive Officer. In addition, advance approval for any charter flight paid with state funds must be obtained from the Texas Department of Transportation. With applicable approval, an employee may charter an aircraft if the UT System or State-owned aircraft is not available or if the charter would reduce the cost of transportation.

See the Airlines section on Financial Services web site for additional information.

Mass Transit, Taxi, or Limousine

- A traveler is entitled to be reimbursed for the actual cost of transportation by bus, subway, Uber, other mode of mass transit, or taxi if incurred to conduct state business. The cost is reimbursable only if provided by a commercial transportation company. A traveler is entitled to be reimbursed for the actual cost of transportation by limousine only if it was the least costly transportation available considering all relevant

circumstances.

- If a taxi or limousine is shared by two or more travelers, then only the employee who paid for the transportation may be reimbursed for that expense. The other employees may be reimbursed only for charges imposed on an individual-by-individual basis.
- Receipts are not required for reimbursement of travel by bus, subway, other mode of mass transit, taxi, or limousine. However, the traveler must maintain an itemization of the date and the fare charged for each trip. The itemization must be attached to other supporting documentation for departmental files.

Other/Incidental Expenses

Parking

- Airport parking fees are reimbursable including state taxes if any.
- Itemized charges for valet parking are reimbursable if the traveler is staying at the lodging establishment or attending a conference at the establishment; otherwise, the expense is considered personal and is not reimbursable.
- For conservation of funds, the employee must use self-parking if it is available.
- Other parking fees incurred away from the place of employment while transacting UT Tyler business are reimbursable.

Cancellation or Ticket Change Fees

A cancellation or change fee is reimbursable only if the charge is incurred for a business-related reason, personal emergency, illness, adverse weather conditions, or a natural disaster and approved by the budget authority.

Free or Discounted Travel

An employee will not be reimbursed for travel if no expense has been incurred. Receiving free transportation or lodging in exchange for mileage or points does not constitute a reimbursable university expense.

Other Incidental Expenses

The traveler is entitled to reimbursement of other incidental travel expenses.

The following is a partial list of incidental reimbursable and non-reimbursable expenses. If reimbursable, these expenses must be supported with paid receipts and be necessary for official state business.

Reimbursable Incidental Expenses (partial list)	NON-Reimbursable Incidental Expenses (partial list)
<ul style="list-style-type: none"> • Admittance fees 	<ul style="list-style-type: none"> • Airline club membership dues
<ul style="list-style-type: none"> • Baggage fee for 1 piece of luggage • Books purchased for a seminar 	<ul style="list-style-type: none"> • Air travel arrangements secured through any source other than a UT System contracted travel agency or online booking tool
<ul style="list-style-type: none"> • Business telephone calls 	<ul style="list-style-type: none"> • Alcoholic beverages
<ul style="list-style-type: none"> • Business related internet charges 	<ul style="list-style-type: none"> • Any expense not related to UT Tyler business
<ul style="list-style-type: none"> • Copying charges 	<ul style="list-style-type: none"> • Baby-sitting
<ul style="list-style-type: none"> • Departure taxes in foreign countries 	<ul style="list-style-type: none"> • Clothing or toiletry items
<ul style="list-style-type: none"> • Facsimile charges 	<ul style="list-style-type: none"> • Dry cleaning or laundry
<ul style="list-style-type: none"> • Fee for money orders 	<ul style="list-style-type: none"> • Excess baggage charges and/or fees for more than one piece of checked luggage
<ul style="list-style-type: none"> • Foreign currency exchange charges 	<ul style="list-style-type: none"> • Expenses related to the operation of a personal vehicle
<ul style="list-style-type: none"> • Gasoline for rental vehicle* 	<ul style="list-style-type: none"> • Kennel expenses for a pet/pet sitting services
<p style="text-align: center;">*use Voyager card for University vehicles*</p>	<ul style="list-style-type: none"> • Locker rental for baggage storage
<ul style="list-style-type: none"> • Inoculations 	<ul style="list-style-type: none"> • Rental of videotapes or movies for personal entertainment
<ul style="list-style-type: none"> • Mandatory lodging charges (city & local tax, etc.) • Mandatory services charges 	<ul style="list-style-type: none"> • Damages, loss, or theft of <ul style="list-style-type: none"> ○ personal funds or property; and ○ baggage, luggage, and briefcases
<ul style="list-style-type: none"> • Notary fees 	<ul style="list-style-type: none"> • No-show charges for lodging or car service
<ul style="list-style-type: none"> • Passport or visa charges 	<ul style="list-style-type: none"> • Optional travel or baggage insurance
<ul style="list-style-type: none"> • Postage 	<ul style="list-style-type: none"> • Parking tickets or traffic violations • Personal telephone calls
<ul style="list-style-type: none"> • Repair charges for university owned vehicles (or use Voyager fleet credit card) 	<ul style="list-style-type: none"> • Personal accident insurance (domestic) • Personal property insurance
<ul style="list-style-type: none"> • Toll charges 	<ul style="list-style-type: none"> • Personal automobile routine maintenance/tune-ups
<ul style="list-style-type: none"> • Ordinarily, tips or gratuities paid from institutional or "local" funds (NOT 21XX funds) up to 20% of the cost of the pre-tax <u>service</u> (i.e.: round down not up when calculating the tip) are reimbursable. Services include meals, transportation, etc. Reimbursement for tips up to 25% of the cost of the service may be allowed when appropriate to the <u>occasion</u> (i.e., an authorized meal for a large student group). Some restaurants include a gratuity in the price of the meal. In this case, the gratuity will be reimbursed or paid. However, an additional voluntary tip is not reimbursable. 	<ul style="list-style-type: none"> • Personal entertainment, including sports events
	<ul style="list-style-type: none"> • Rental car upgrades
	<ul style="list-style-type: none"> • State of Texas sales tax on lodging Texas hotel occupancy tax – (Texas Hotel Occupancy Tax Exemption Certificate should be completed and submitted at check-in; the form is available on the Financial Services website under "Forms")
	<ul style="list-style-type: none"> • Tips or gratuities paid for or reimbursed from State funds (i.e. 21XX funds)
	<ul style="list-style-type: none"> • Additional trip insurance for trip cancellations, interruptions/delays, lost baggage/personal effects, etc.