

## UTA Athletics & Campus Recreation Team Travel and Expense Guideline

---

### Contents

- I. [Title](#)
  - II. [Objective](#)
  - III. [Scope](#)
  - IV. [Guidelines](#)
  - V. [Definitions](#)
  - VI. [Relevant Federal and State Statutes](#)
  - VII. [Relevant UT System Policies, Procedures and Forms](#)
  - VIII. [Who Should Know](#)
  - IX. [UTA Office\(s\) Responsible for Procedure](#)
  - X. [Dates Approved or Amended](#)
  - XI. [Contact Information](#)
- 

### I. Title

UTA Athletics & Campus Recreation Team Travel and Expense Guideline

### II. Objective

Travel Guideline DIS-T-GL9 provides procedure guidelines for UTA Athletic department personnel and student athletes who are traveling for UTA business and for other non-travel related expenses and reimbursements.

Travel Guideline DIS-T-GL9 also provides guidelines for UTA Campus Recreation's personnel and student athletes participating in Spirit Group, Movin' Mavs Wheelchair Basketball, and Esports Team.

### III. Scope

All UTA athletics and select Campus Recreation's ("Department") personnel and student athletes who are traveling for UTA and making purchases and/or receiving reimbursements or cash advances not related to travel.

### IV. Procedure

#### A. Travel Agencies and Authorizations

All commercial flights, either outbound or inbound, for Individual and Team Travel must be arranged through Corporate Travel Management North

America, d/b/a Collegiate Travel Planners (CTP), Anthony Travel, LLC (ATI) or Concur. Other ancillary travel services, such as hotel rooms, rental cars, etc., may also be arranged through one of the travel agencies.

Collegiate Travel Planners business hours are Monday – Friday, 8:00 A.M. to 6:00 P.M. CST. 866-366-1142

After business hours/weekends: 800-441-6512

Anthony Travel business hours are Monday – Friday, 8:00 A.M. to 5:30 P.M. CST. 800-684-2044

After business hours/weekends: 800-342-9008, VIT Code 4RRG

**Both travel agencies recognize the following holidays:**

1. Thanksgiving
2. Day after Thanksgiving
3. Christmas Eve
4. Christmas Day
5. New Year's Day
6. Martin Luther King
7. President's Day
8. Memorial Day
9. Independence Day
10. Labor Day

**B. Travel Requests / Authorization**

**1. Team Travel – Domestic**

All travel within the contiguous United States (U.S.) must be requested and approved in advance by having a fully approved UT Share Travel Authorization. Individuals listed in the Travel Authorization are not required to have a separate Travel Authorization.

**2. Individual Travel – Domestic**

Have a fully approved UT Share Travel Authorization for all contiguous U.S. travel (recruiting, conferences, etc.).

**3. Team Travel – International**

All Team Travel outside of the contiguous U.S. must be requested and approved in advance by having a fully approved UT Share Travel Authorization in place. Individuals listed in the Travel Authorization are not required to have a separate Travel Authorization.

**4. Individual Travel – International**

All individuals traveling outside of the contiguous U.S. (recruiting, conferences, etc.), must have fully approved UT Share Travel Authorization. Please see ‘*Travel to Areas of High Risk*’ in Section B. 5 below.

**5. Travel to Areas of High Risk:**

a. Travel to areas of high risk must be pre-approved by the [UTA International Oversight Committee \(IOC\)](#). This includes travel to locations where:

i. The [U.S. State Department](#) has issued the following travel advisories:

- 1) **Level 4:** Do not travel
- 2) **Level 3:** Reconsider travel (note: this includes numerical advisory levels for sub-regions within a country: e.g., states in Mexico)

ii. [The Center for Disease Control and Prevention \(CDC\)](#) has issued a Warning Level 3 – Avoid Nonessential Travel Health Notice, or

iii. The IOC has deemed significant health, safety, or security risks are present. This could include:

Any region with a U.S. State Department Travel Advisory recommendation of “do not travel” or “reconsider travel” within a country rated as Travel Advisory Level 2: Exercise increased caution, or Level 1: Exercise normal precautions.

The countries on the current travel advisory list may be found on the U.S. Department of State website. Countries on the travel warning list may include Canada or the United Mexican States (Mexico).

Additionally, the Level 3 updates for travelers may be found on the Centers for Disease Control and Prevention. Requests for exemptions for travel to countries listed on either travel websites should be directed to the UTA IOC chairman at [horn@uta.edu](mailto:horn@uta.edu).

If the U.S. Department of State or the Centers for Disease Control and Prevention issues a travel advisory, any program not started, and any participant or employee planned travel that has not occurred, is automatically suspended, pending review by the UTA IOC. Programs or travel in progress when the warning is issued will be evaluated by the UTA IOC to determine whether the threat is imminent, and personnel and students should be recalled.

#### **Expense Report Requirements:**

Travel Authorization from UT Share, fully approved. Travel to High Risk – approval from IOC

#### **C. Ground Transportation**

1. Team Travel ground transportation expenses can be paid using University Travel Card or out-of-pocket.

2. **Bus Charters**

All bus charters originating from campus must be arranged through the [University's Contracted Bus Charter Companies](#).

All other bus charters may be arranged through the travel agencies, or by the department.

#### **D. Rental Cars** (See UTA Travel Guideline DIS-T-GL7 *Transportation Options in Travel Status – All Fund Types*, Section IV-E for complete information)

1. Rental cars can be reserved through Concur, the travel agencies, or directly through the rental car companies. However, only the companies listed below can be used. Additionally, the referenced contract numbers should be utilized when contracting the rental car companies.
2. UT System has contracted with several car rental agencies. These rates are lower than market rates and include the required insurance coverages (CDW-Collision Damage Waiver, LDW- Liability Damage Waiver and Liability Insurance). **Do not purchase any additional insurance.** If a car rental agency asks for the State Contract number upon pick-up or drop-off of a car, please provide them with the following contract number.

## Car Rental

Agency	Contract Rate Number
AVIS	S828002
Budget	R524102
Enterprise	UTS226
National	UTS226
Hertz	CDP 2104580

3. The departments will not reimburse for satellite radio, fuel service option, fuel charges incurred for not returning the vehicle full of fuel, parking tickets or moving violations. If these charges are incurred, the traveler will not be reimbursed, or the traveler will be required to reimburse UTA if it was paid with a University Travel Card.
4. All rental cars must be returned to the rental company full of fuel and a receipt for the fuel that was purchased must be submitted with the Expense Report.
5. Texas Motor Vehicle Rental Tax Exemption Form. The State of Texas charges a sales tax on the rental of motor vehicles. UTA is exempt and should not pay for this tax. When renting a car in Texas, the traveler should present a [Texas Motor Vehicle Rental Tax Exemption Certificate](#) to the car rental agency when picking up the rental car so the vendor will not charge this tax. If the car rental agency charges the tax, the traveler should contact the agency and request a refund.
6. Frequent User Surcharge. Car rental agencies often charge a small surcharge to reward your frequent user miles if you have set up such a reward program with the agency. This surcharge is not reimbursable and must be paid back to UTA if paid with a University Travel Card. If reimbursement to the traveler is due on a trip, this surcharge will be reduced from the reimbursement.

### Expense Report Requirements:

- a. Detailed receipt/contract
- b. Receipt for re-fueling rented vehicle

- c. Memo signed by the Athletic Director/Director of Recreational Sports if the rental occurred more than 2 days before/after Travel Authorization dates. Memo must also explain in detail the benefit of the cost to the university.

E. **Personally-Owned Vehicle** (See UTA Travel Guideline DIS-T-GL7 *Transportation Options in Travel Status – All Fund Types*, Section IV-C for complete information)

1. Mileage will be reimbursed when a personal vehicle is used for travel. Mileage will be calculated using the [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#) which is usually updated January 1 of each year. Mileage is based on the shortest, reasonable distance. Mileage between addresses (point-to-point calculation) may be derived from an odometer reading from before and after the trip, or by using any online mapping tool accepted for point-to-point mileage calculations. Documentation is required for all point-to-point mileage calculations.
2. Travelers must ensure that each travel arrangement is the most cost effective considering all relevant circumstances.
  - a. **Less than 5 hours:** Travel that is less than 5 hours one way from designated headquarters, as documented by an online mapping tool, does not require a cost comparison analysis.
  - b. **More than 5 hours:** If the one-way destination of travel is more than 5 hours from designated headquarters, as mapped by an online mapping tool, the traveler must complete and submit all documentation showing that cost comparisons were done prior to start of travel for the following modes of transportation:
    - i. Airfare with/without car rental
    - ii. Car Rental
    - iii. Personal vehicle – total mileage, round trip
    - iv. Any other means of transportation
  - c. If the traveler did not use the most cost-effective course of transportation, the Office of Disbursements reserves the right to reimburse at the lower of the rates.
3. On a workday, mileage must begin and end at the employee's place of employment within designated headquarters, except where cost of mileage from the employee's residence is less than or equal to

travel from headquarters. A statement is required on the Expense Report that the mileage cost is less than or equal to headquarters.

4. During non-working hours, employees may be reimbursed for mileage from their residence to the nearest airport. If another individual drives the traveler to the airport, the traveler may claim mileage to/from the airport.
5. Except for the cost of airport parking or parking fees required for transaction of state business away from the place of employment, no additional expense incidental to the operation of such motor vehicle shall be allowed.

**Expense Report Requirements:**

- a. Odometer Reading – UTA Form [BF-T-F3 Non-Overnight Mileage Detailed Report](#) or Online Mapping Tool Cost Comparison, if more than 5 hours one-way
- b. Statement, if mileage from employee's residence is  $\leq$  travel from headquarters

**F. Air Transportation** (See UTA Travel Guideline DIS-T-GL7 *Transportation Options in Travel Status – All Fund Types*, Section IV-B for complete information)

**1. Air Charters**

All air charter requests will be sent to Procurement Services for competitive bidding.

**2. Team Commercial Air**

Team Commercial Air Travel must be arranged through one of the contracted travel agencies. Payment for these airline tickets will be charged to the Athletic Airfare Card on file with CTP and ATI.

**3. Individual Commercial Air**

Individual Commercial Air Travel must be arranged through Concur or one of the contracted travel agencies. A fully approved UT Share Travel Authorization is required prior to booking any travel.

To achieve maximum economy, it is suggested that commercial airline tickets be purchased a minimum of 21 days in advance of departure. If specific circumstances prevent the ability to purchase that far in advance, efforts should be made to book airline tickets as early as possible.

4. **Baggage Fees**

The Departments will pay or reimburse baggage fees that are related to the business purpose of the trip. A description must be included with the additional baggage fees.

5. **First Class**

The Departments will not pay for a First-Class seat unless there is a valid medical reason why a First-Class seat is necessary. Requests for travel accommodations for an upgrade from Coach/Economy must follow UTA Procedure [HR-E-PR-19 Requesting Disability Related Workplace Accommodations Procedure](#). A traveler must receive an approved accommodation from the UTA ADA Coordinator prior to traveling. Accommodations may not be made retroactively.

6. **Early Boarding/Air TV Purchases**

The Departments will not pay for early boarding privileges under any circumstances. If any such charges are incurred, travelers will not be reimbursed or will be required to reimburse UTA if paid with a University Travel Card. No air TV purchases are allowed with the University Travel Card and will not be reimbursed.

7. **In-Flight Internet Service**

Internet fees while on a flight will only be reimbursed if it is for business purposes.

**G. Meal Per Diem – Travel Status in Contiguous United States** (See UTA Travel Guideline DIS-T-GL3 *Contiguous United States Travel – Local Funds Only* for complete information)

For meal expenses that occur with overnight travel, all travelers must use the [federal per diem rates](#) provided by the General Services Administration (GSA) for both in-state and out-of-state travel within the contiguous United States. The [GSA per diem tool](#) is searchable by city, state or zip code. Cities not appearing on the GSA table may be located within the county for which the rates are listed. To determine what county a city is located, visit the [National Association of Counties \(NACO\) website](#). If the city is not located within a listed county on the table, use the "Standard Rate" for that state. New rates are set October 1 each year.

Travelers may download the Per Diem app for iPhone, Blackberry and Android - <http://www.gsa.gov/portal/content/302273>

**Note:** In accordance with [IRS Publication 463](#), an overnight stay is required for meal reimbursement



1. **Meal Expenses**

The University allows per diem for meal expenses incurred with an overnight stay based on GSA rates. This must include tax and tip. Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the location.

The following Per Diem can be provided on the day of departure based upon the **traveler's departure** time from campus (if a workday) or residence (if a weekend).

<b>Departure Time</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Meal Per Diem Proration</b>
Before 9:00 A.M.	Yes	Yes	Yes	100%
Between 9:00 A.M. and 1:00 P.M.	No	Yes	Yes	75%
Between 1:00 P.M. and 6:00 P.M.	No	No	Yes	35%
After 6:00 P.M.	No	No	No	0%

The following Per Diem can be provided on the day of return based upon the **traveler's return** time to campus (if a workday) or residence (if a weekend).

<b>Return Time</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Meal Per Diem Proration</b>
After 6:00 P.M.	Yes	Yes	Yes	100%
Between 1:00 P.M. and 6:00 P.M.	Yes	Yes	No	75%
Between 9:00 A.M. and 1:00 P.M.	Yes	No	No	35%
Before 9:00 A.M.	No	No	No	0%

Per Diem cannot be claimed if a meal was provided in the normal course of business (e.g. included with conference registration, team catered meals, donor related entertainment, etc.). The per diem will be calculated as follows:

- a. One (1) meal provided: Per diem will be prorated to 75%
- b. Two (2) meals provided: Per diem will be prorated to 35%

Actual expenses for meals involving student-athletes and appropriate staff in Team Travel status should be limited to reasonable and necessary amounts. A team list must be provided with all team travel expense reports. The UT Share Expense Report will not be approved without this documentation. All Team Travel meals must be paid with a University Travel Card.

## **2. Recruitment Meals – Official and Unofficial – in Travel Status**

- a. A recruitment meal is a meal with a guest (non-employee) where business is discussed. Recruitment meals are counted as part of the meal total for the day. Therefore, the traveler can only claim per diem for 2 meals per day, or 75% of the daily total when a recruitment meal will occur as the 3<sup>rd</sup>.
- b. An itemized receipt is required for recruitment meals regardless of the dollar amount. Recruitment meals require a

completed [SharePoint Official Occasion Expense Form](#), be attached to the UT Share Expense Report to substantiate who attended and the business purpose/discussion.

- i. Sales tax and a maximum tip of 20%, which is based on food and beverages only, can be added to the total of the recruitment meal.
- ii. Reimbursements made from state appropriated funds cannot include a tip, delivery fee, or other ancillary fees.

### 3. **Per Diem Sign in Sheet for Distribution to Student-Athletes**

All Per Diems that will be distributed to student-athletes requires the appropriate names, amounts, and signatures. This must be attached to the UT Share Expense Report.

#### **Expense Report Requirements:**

- a. GSA rate schedule for the location
- b. Team list for all team travel
- c. Itemized receipt for all recruitment meals
- d. [SharePoint Official Occasion Expense Form](#) for recruitment meals
- e. Per Diem Sign-in sheet for student athlete distributions

### H. **Meal Per Diem – In Travel Status – Outside the Contiguous United States**

For complete information regarding meals outside of the contiguous U.S., please see UTA Travel Guideline DIS-T-GL4, *Outside Contiguous United States Travel – All Fund Types*.

### I. **Hotel Per Diem - In Travel Status – Contiguous United States** (See UTA Travel Guideline DIS-T-GL3 *Contiguous United States Travel – Local Funds Only* for complete information)

#### 1. **Rates**

Hotel accommodations may be arranged by the traveler, or one of the travel agencies, and paid for with a University Travel Card.

2. Lodging will only be reimbursed for actual expenses, which do not exceed the maximum [GSA federal per diem rate](#) for the location.

Cities not appearing on the GSA per diem table may be located within a county for which a rate is listed. To determine what county a city is located, visit the [National Association of Counties \(NACO\) website](#). If the city or county is not listed on the per diem table, use the "Standard Rate" for the state. New rates are set October 1 each year.

- a. Applicable taxes and fees are in addition to the GSA rate. Reimbursement for taxes is limited to the reimbursable lodging costs.
  - b. If the nightly lodging rates vary, the actual total of lodging costs cannot exceed the total of the per diem for the number of designated nights.
3. When at least two UTA coaches/staff/athletes share lodging, the reimbursement may not exceed the applicable per person maximum lodging reimbursement rate for the location.

**Example:** Teammate 1 and Teammate 2 are sharing a hotel room. The maximum allowable lodging rate for the area where they will be staying is \$90 per night. The room rate in the selected hotel is \$140 per night. Teammate 1 and Teammate 2 may combine their lodging rates, the lodging cost is reimbursable up to \$180.

4. Receipts for lodging booked online (Priceline, Orbitz, Travelocity, etc.) may only be used as proof of payment and not as proof of stay. Please note that some hotels may not automatically provide an itemized receipt if the room was booked online. In this case, it may be necessary for the traveler to ask for one, or an acknowledgement that the booked stay was completed.
5. Lodging receipts must show: Commercial lodging establishment name, commercial lodging address, daily itemization of all charges, name of the employee/occupant, single room rate, and proof of payment.
6. Texas state sales tax for items such as hotel parking and Texas Hotel Occupancy Tax will not be reimbursed. Traveler must present to the commercial lodging establishment a *Texas Hotel Occupancy Tax Exemption Certificate* (UTA Form [BF-T-F2](#)) and the *Texas Sales and Use Tax Exemption Certificate* (UTA Form [BF-AS-F1](#)).

**Expense Report Requirements:**

- a. GSA rate schedule for location
- b. Lodging receipt/folio

**J. Hotel Per Diem – In Travel Status – Outside the Contiguous United States**

For complete information regarding meals outside of the contiguous U.S., please see UTA Travel Guideline DIS-T-GL4 *Outside Contiguous United States Travel – All Fund Types*.

**K. Miscellaneous Team Travel Expenses**

**1. Laundry**

Team Travel may be reimbursed for reasonable laundry expenses when traveling on official UTA business. Submit an itemized receipt or other appropriate substantiation as determined acceptable by Disbursements.

**Expense Report Requirement:**

- a. Itemized receipt

**L. Non-Travel Meals**

**1. Recruitment Meals – Official and Unofficial**

- a. A recruitment meal is a meal with a guest (non-employee) where business is discussed. Recruitment meals are not reimbursable when involving only University employees.
- b. The maximum amount that will be reimbursed per person per meal must follow the standards below. These maximums do not include tax.

<b>Meal</b>	<b>Maximum Amount</b>
Breakfast	\$35/person
Lunch	\$35/person
Dinner	\$75/person

- c. A maximum tip of 20% may be added to the cost of food and beverages only when expensed from local funds.
- d. Tips cannot be reimbursed if expensed from state appropriated funds.

**2. Semester Break Periods – Per Diem**

Per diem during semester break periods in non-travel situations may be provided to student athletes and unpaid student staff (e.g. volunteer student athletic trainers). All students holding paid positions, and all staff (including volunteer coaches) are not eligible to receive per diem while in Arlington.

The meal rate cannot exceed the GSA federal per diem rate for Arlington, Texas, which is the designated home base. This must include tax and tip. All other University procedures will still apply.

**3. Non-Travel Team Meals for Home Games, Non-Game Day Practices and Workouts**

Meals may be purchased in conjunction with activities associated with home games, non-game day practices, and workouts when travel does not occur as allowed by the NCAA.

- a. Each receipt must be accompanied by a completed [SharePoint Official Occasion Expense Form](#)

The meal rate cannot exceed the GSA federal per diem rate for Arlington, Texas, which is the designated home base. This must include tax and tip. All other University procedures will still apply.

**4. Per Diem Sign-in Sheet for Distribution to Student Athletes**

All per diems that will be distributed to student athletes requires the appropriate names, amounts and signatures. This must be attached to the UT Share Expense Report.

Expense Report Requirements:

- a. GSA rate schedule for the location
- b. Team list
- c. Itemized receipt for all recruitment meals
- d. [SharePoint Official Occasion Expense Form](#) for non-travel team meals for home games, non-game day practices, and workouts
- e. Per diem sign-in sheet for student athlete distributions.

**M. University Travel Card**

1. UTA provides a University Travel Card (“Travel Card”) for employees of the Departments who travel. Expenses paid with the Travel Card

are paid by UTA. Using the Travel Card reduces the amount of expenses paid with personal funds that must be reimbursed to the employee.

2. The Travel Card has a monthly limit of \$30,000. During a particular team's season, an exception can be requested using the Business Affairs Exception Tracker Request to raise the limit during the season and return it to normal at the conclusion of the season, if needed. The beginning and end dates for which the increase is needed must be documented in the exception. Payment Card Services will schedule the increase and restoration of the limit per the exception.
3. All Travel Card receipts must be attached to the applicable UT Share Expense Report. The Expense Report must be fully approved, processed through workflow, and be available for review by the Office of Disbursements no more than 30 business days after a trip.
4. Use the Travel Card as much as possible on International Travel. The exchange rate will automatically be calculated for that day. The exchange rate for any personal reimbursements during International Travel will have to be calculated after the trip.
5. Purchases made with the Travel Card, that could be made on a University ProCard, must adhere to UTA Procedure [BF-PGC-PR-12 Purchasing Card \(ProCard\) Program Procedure](#).
6. The Travel Card cannot be used for personal expenses.

#### **N. Cash Advance – Travel and Non-Travel Related**

A cash advance is available for a traveler on official UTA business. Additionally, a cash advance can be issued for Team Travel and Vacation/Holiday Meal Money and Housing.

If you request a cash advance for Team Travel Per Diem, the cash advance must be given as Per Diem. The standardized Per Diem form must be included with the Itemized Travel Advance Request Worksheet when a cash advance is requested.

##### **1. Team Travel**

Cash advances can be requested for Team Travel that requires some expenses to be paid with cash. A Cash Advance in UT Share must be created and fully approved and must detail the amount the purpose of the request. The travel cash advance cannot exceed the estimated cost of expenses given in the Travel Authorization. The cash advance must be submitted to Disbursements at least seven

(7) business days, but no more than thirty (30) calendar days prior to the first date of travel.

Once approved, the travel cash advance will be distributed by either, (1) a check in the employee's name who requested the advance, available for pick-up at Student Accounts Office, Room 130 in the University Administration Building, or (2) direct deposit into the traveler's bank account. The funds will be deposited approximately 2-3 days after the final approval of the cash advance. The employee will be responsible for the cash advance. All unused cash must be returned within 30 calendar days after the last day of travel.

## **2. Vacation/Holiday Meal Money and Housing**

Cash advances can be requested for Vacation/Holiday Meal Money and Housing that can be provided to student-athletes during vacation and holiday periods. Each request for Vacation/Holiday Meal Money and Housing must be approved by the Athletic Compliance Office.

Once approved, a check will be cut in the employee's name who requested the advance. That employee will be responsible for the cash advance. All unused cash must be returned within 30 calendar days after the end of the vacation or holiday period. Signature sheets with the signatures of all who received the meal money and/or housing must also be returned to process the reimbursement.

A cash advance will not be given to an employee that has not returned unused cash. Also, if the employee routinely does not reconcile travel cash advances in a timely manner, the employee may be subject to refusal for future travel cash advances.

## **3. Reconciliation of Travel Cash Advances**

All travel cash advances are subject to the reconciliation timelines stated in Section IV.D.8.b. of UTA Travel Guideline DIS-T-GL2 *Pre-Travel Requirements – All Fund Types*.

## **O. Official Visit – Prospective Student Athlete Travel Reimbursement**

1. Any Prospective Student Athlete (PSA) visiting campus will be reimbursed for one bag per traveler on both the departing and returning flights to UTA.
2. Meals for PSA's and other travelers pre and post arrival will be reimbursed as per Sections [G](#) and [H](#) above.

## **P. Reminders**



1. **Travel Authorization**

Travel Authorizations must be submitted prior to each trip.

2. **Hotels**

Hotel folios are required to be submitted for any hotel stay. Please provide a [Texas Hotel Occupancy Tax Exemption Certificate](#) and a [Texas Sales and Use Tax Exemption Certificate](#) when checking into any hotel in Texas and make sure the hotel has not charged these taxes when checking out.

3. **Rental Cars**

When renting a car in Texas, the traveler should present a Texas Motor Vehicle Rental Tax Exemption Certificate to the car rental agency when picking up the rental car so the vendor will not charge this tax.

The traveler should refuel the rental car prior to returning it to the rental agency.

4. **Airfare**

Flight Itineraries must be submitted for all flights.

5. **Taxi/Uber**

Origin and destination must be provided on all trips.

6. **Personal Expenses**

Do not charge any personal expenses on the University Travel Card.

7. **Conservation of Funds**

A state agency must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances in accordance with Texas Government Code [Section 660.007](#).

Departments may adopt reimbursement and payment rates lower than the maximum rate. The Department's employees must be notified in writing before the lower rates are implemented. The Department is solely responsible for enforcing the rate.

8. **Combining State and Personal Business**

If a traveler combines personal travel with official state business travel, the traveler is only allowed reimbursement amounts that fall under the [Comptroller's Texttravel](#) rules. Meals, lodging or car rental that were incurred on personal days cannot be reimbursed.

Overnight meal and lodging expenses incurred while traveling to and staying at a duty point the day before official State of Texas business begins at the duty point are reimbursable. Overnight meal and lodging expenses incurred while traveling to and staying at a duty point for more than one day before official state business begins at the duty point are not reimbursable unless the expenses are incurred to qualify for a discount airfare or traveling to the duty point reasonably requires more than one day and the expenses are reimbursable.

Overnight meal and lodging expenses incurred while staying at and traveling from a duty point the day after official state business ends at the duty point are reimbursable. Overnight meal and lodging expenses incurred while staying at and traveling from a duty point more than one day after official state business ends at the duty point are not reimbursable unless the expenses are incurred to qualify for a discount airfare or traveling to the duty point reasonably requires more than one day and the expenses are reimbursable.

A traveler who uses a rental car for both personal business and official state business may be reimbursed only for the portion of the rental charges that is attributable to official state business. The traveler must refuel the rental car at the conclusion of official university business, and separately at the conclusion of personal usage to ensure that fuel cost requested for reimbursement is only the fuel used for business purposes. The refueling receipt for personal use will also need to be provided as documentation and noted accordingly. If this is not done, the traveler might not be reimbursed fuel expenses related to car rental.

**9. Travel Expenses Incurred for Another Employee**

Travelers may pay for approved travel expenses incurred on behalf of another traveler. If this occurs, the traveler for whom the expenses were paid must provide an attestation statement that they will not be submitting a claim for travel expenses that were incurred on their behalf for business purposes.

**10. 60 Day Policy**

All expenses must be adequately accounted for and submitted to the Office of Disbursements 'error-free' within 60 days or the expenses

will be reported as taxable income to the employee and the department. Additionally, the travel card may be suspended.

This policy has been implemented to meet the "reasonable period of time" in the IRS Accountable Plan. Expenses that fall within the IRS Accountable Plan are not reported as taxable income to the employee.

**11. IRS Accountable Plan**

- a. Expenses must have a business connection.
- b. Must adequately account for these expenses within a reasonable period of time.
- c. Must return any excess reimbursement or allowance within a reasonable period of time.

**12. Missing Receipt/Invoice/Credit Memo**

- a. If an expense is missing a receipt(s) or invoice(s) to validate the reimbursement, the employee must complete UTA Form [BF-PGS-F-16](#) *Lost or Unavailable Receipt Form*. This form will document the details of what was purchased or returned, and why the original documentation is not available.
- b. The person seeking reimbursement must certify by signing the form before the Budget Administrator/Principal Investigator approves it.
- c. Habitual use of this form could result in future expenses not being reimbursed.

**Note:** This form will be used in lieu of submitting an exception to this Procedure.

**V. Definitions**

**Actual Expense:** University business expenses that are reasonable and appropriate to the circumstance. Personal expenses are not included.

**Chartfields:** Data fields used to segregate accounting information, i.e. cost center, department, fund, account, business unit, project, activity, and function.

**Expense Report:** This document is used in UT Share to reimburse business travel expenses. The expense report is used to provide a detailed record of the travel expenses as well as identify the nature of the business conducted.

**International Travel:** Travel to, in, or from any country outside of the United States or U.S. Territories and Possessions.

**Travel Authorization:** This document is used in UT Share to authorize travel for employees, prospective employees, students, and non-employees who are traveling for UT Arlington business.

**UT Share:** The computerized accounting system used at UT Arlington.

## VI. Relevant Federal and State Statutes

[Texas General Appropriations Act, Article IX., Part 5](#)

Texas Government Code, [Chapter 660, Texas Travel Regulations Act](#)

Texas Government Code, Chapter 660 Travel Expenses, [Section 660.007, Conservation of Funds](#)

Texas Government Code, Chapter 660 Travel Expenses, [Section 660.093, Commercial Air Transportation](#)

Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 5 Funds Management (Fiscal Affairs), Subchapter C Claims Processing – Travel Vouchers, [Rule 5.22, State of Texas Travel Guidance](#)

Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 20, [Subchapter F Contract Management](#)

## VII. Relevant UT System Policies, UTA Travel Guidelines and Forms

UT System Rules and Regulations of the Board of Regents Rule [20801](#) *Travel*

UTA Travel Guideline DIS-T-GL1 *Travel Card – All Fund Types*

UTA Travel Guidelines DIS-T-GL2 *Pre-Travel Requirements – All Fund Types*

UTA Travel Guidelines DIS-T-GL3 *Contiguous United States Travel – Local Fund Only*

UTA Travel Guidelines DIS-T-GL4 *Outside Contiguous United States Travel – All Fund Types*

UTA Travel Guidelines DIS-T-GL6 *Travel Agencies and Concur – All Fund Types*

UTA Travel Guidelines DIS-T-GL7 *Transportation Options in Travel Status – All Fund Types*

UTA Procedure [BF-PGC-PR-12](#) *Purchasing Card (ProCard) Program*

UTA Form [BF-AS-F1](#) *Texas Sales and Use Tax Exemption Certificate*

UTA Form [BF-T-F2](#) *Texas Hotel Occupancy Tax Exemption Certificate*

UTA Form [BF-T-F3](#) *Non-Overnight Mileage Detailed Report or Online Mapping Tool Cost Comparison*

[SharePoint Official Occasion Expense Form](#)

[UTA International Oversight Committee \(IOC\)](#)

[University's Contracted Bus Charter Companies](#)

### **Other Resources**

[The Center for Disease Control and Prevention \(CDC\)](#)

[Comptroller's Textravel](#)

[GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#)

[GSA Per Diem Tool](#)

[GSA Per Diem Mobile App](#)

[IRS Publication 463 Travel, Gift, and Car Expenses](#)

[Texas Motor Vehicle Rental Tax Exemption Certificate](#)

[U.S. State Department Travel Advisories](#)

### **VIII. Who Should Know**

N/A

### **IX. UTA Office(s) Responsible for Travel Guideline**

**Responsible Officer:** Chief Financial Officer and Vice President

**Sponsoring Department:** Office of Disbursement

### **X. Dates Approved or Amended**

September 18, 2020

June 21, 2021

April 19, 2022

April 1, 2024

## **XI. Contact Information**

Questions regarding this Guideline should be directed to the Office of Disbursements at 817-272-2194, or email [travelservices@uta.edu](mailto:travelservices@uta.edu).

Send notifications of errors or changes to: [travelservices@uta.edu](mailto:travelservices@uta.edu)