

## Non-Employee Travel – Local Funds Only Guideline

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### **I. Title**

Non-Employee Travel – Local Funds Only

### **II. Objective**

This guideline provides information and procedural processes for UTA prospective employees and non-employees who are traveling for UTA-sponsored business. In addition, this guideline explains the rules for non-employees who are traveling internationally on university-sponsored trips.

All travel by prospective employees and non-employees must be charged to local funds only.

### **III. Scope**

Non-employees include but are not limited to, prospective employees, consultants, speakers, independent contractors, University alumni, University retirees, and volunteers who are traveling for official UTA business.

### **IV. Guidelines**

#### **A. Responsibilities**

- 1. **Individual(s) and/or University Department Responsible for Travel**

- a. Prepares a Travel Authorization (if required) prior to the travel date and an Expense Report after travel has occurred.
- b. Informs non-employees in advance that telephone charges, movies, room service and other miscellaneous charges are not reimbursable by the University.

**2. Non-Employees Traveling Internationally on University Business**

- a. Obtain approval from the UTA International Committee before traveling to areas of high risk.
- b. Obtain On Call International registration prior to traveling internationally.

**3. Office of Disbursements**

- a. Reviews all submitted Expense Reports and receipts to ensure the travel expenses are in accordance with University Travel Guidelines.

**B. Travel Profile and Travel Authorization**

**1. Establishing a Travel Profile in UT Share**

A travel profile must be created in UT Share for the non-employee. [Form BF-T-F6](#), Non-Employee Expense Reimbursement must be completed and submitted to the [Office of Disbursements](#) for entry into UT Share. Disbursements will establish a profile and provide an identification number to the department. This identification number will be used in place of an employee identification number (Empl ID) for establishing travel documents.

**2. Travel Authorization**

A Travel Authorization is required for the non-employee if one or more of the following apply:

**a. Airfare**

The University will be purchasing airfare from one of the dedicated travel agencies or CONCUR.

**b. Car Rental**

The University will be renting a car that is reserved through one of the dedicated travel agencies or CONCUR and billed to the University's Corporate Business Account.

**c. Overnight Travel**

The Travel Authorization is to be completed by the responsible UTA department and must give the traveler's name, dates of travel, destination, purpose of travel and an anticipated cost. The Travel Authorization must be fully approved prior to the start of travel. 'Fully approved' indicates that all required workflow approvals have been completed. For complete information on Travel Authorization, please see UTA Travel Guideline DIS-T-GL2 *Pre-Travel Requirements – All Fund Types*.

**C. Airfare/Transportation**

When there is a benefit to the University, the department may arrange the transportation for the non-employee traveling on official University business.

**1. Airfare**

- a. The department may purchase the airline ticket using Concur or one of the University's dedicated travel agencies, and direct billed to UTA (See UTA Travel Guideline DIS-T-GL6, *Travel Agencies & Concur – All Fund Types*)
- b. Seat upgrades paid with University funds will require an exception be submitted prior to booking the ticket and approval given. See [Section IV.H.](#) of this Guideline for complete information.

**2. Auto Rentals – U.S. Travel Only**

- a. The department may reserve a car for the non-employee through Concur or one of the University's dedicated travel agencies with the auto rental companies that The University of Texas System has contracted with. These reservations will be direct billed to UTA. (See UTA Travel Guideline DIS-T-GL7, *Transportation Options in Travel Status – All Fund Types*)

**3. Personally Owned Motor Vehicles**

- a. Non-employees will be reimbursed for mileage in accordance with [GSA Privately Owned Vehicle \(POV\) Mileage](#)

[Reimbursement Rate](#) which is usually updated January 1 of each year. Archived mileage rate may be viewed at [POV Mileage Rate Archived](#).

- b. Mileage is based on the shortest, reasonable distance. Mileage between addresses (point-to-point calculation) may be derived from the non-employee's odometer reading, or by using an online mapping tool accepted for point-to-point mileage calculations. Documentation is required.
- c. Mileage for non-overnight travel requires an Expense Report.
- d. Mileage with overnight travel requires a completed Travel Authorization and Expense Report.

#### **D. Lodging**

The sponsoring University department has two options for handling commercial lodging establishment charges for non-employees:

##### **1. Reimbursement to Non-Employee**

The non-employee self-pays the lodging charges and is reimbursed via an Expense Report.

##### **a. Non-Allowable / Non-Reimbursable Charges**

The department must inform the non-employee in advance that UTA will not pay for/reimburse telephone charges, movies, room service, and other miscellaneous services/charges.

##### **2. Direct Bill to Sponsoring University Department**

The sponsoring University department must arrange for the lodging expenses to be direct billed to the department.

**NOTE:** If this is the only expense that the University will be paying on behalf of the non-employee, a Travel Authorization is not required.

##### **a. Non-Allowable / Non-Reimbursable Charges**

The department must inform both the non-employee and commercial lodging establishment in advance that UTA will not pay for/reimburse telephone charges, movies, room service, and other miscellaneous services/charges.

#### **E. Meals and Incidental Expenses (M&IE)**

##### **1. Per Diem Rates**

The University allows per diem for meal expenses incurred with an overnight stay based on General Services Administration [federal per diem 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. Itemized receipts are not required.

**NOTE:** Each Expense Report must have attached a screenshot of the GSA Per Diem Rates page that applies to the travel location.

## 2. **First and Last Days of Travel**

The first and last dates of travel are calculated at 75% of the daily total. If the non-employee is traveling for more than 10 hours on the first and/or last date of travel, the non-employee can receive the full per diem.

## 3. **Incidental Expenses – Overnight Travel Only**

Non-employees can claim incidental expenses limited to \$5 or less, per day. This is for tips given to baggage handlers, valet, hotel staff, etc. This is not for meals tips.

## F. **International Travel**

### 1. **Approval for Travel Areas of High Risk**

University-sponsored travel that includes non-employees to areas of high risk must be approved by the UTA [International Oversight Committee \(IOC\)](#) prior to travel. This includes travel to locations where:

a. The U.S. State Department has issued the following [Travel Advisories](#):

#### i. **Level 4**

Do Not Travel

#### ii. **Level 3**

Reconsider Travel

**NOTE:** This includes numerical advisory levels for sub-regions within a country. (e.g. States in the United Mexican States {Mexico}).

- b. [The Center for Disease Control and Prevention \(CDC\)](#) has issued a Warning Level 3: Avoid Non-Essential Travel Health Notice; or
- c. The IOC has deemed significant health, safety or security risks are present. This could include:
  - i. 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 Mexico. Additionally, the Level 3 updates for non-employee travelers may be found on the [Centers for Disease Control and Prevention](#). Requests for exemptions for non-employees travel to countries listed on either website should be directed to the UTA IOC Chair at [international@uta.edu](mailto:international@uta.edu). If the U.S. Department of State or the Centers for Disease Control and Prevention issues a travel advisory, any planned travel not started by the non-employee will be automatically suspended pending review by UTA IOC. Travel in progress by non-employees when the warning is issued, will be evaluated by UTA IOC to determine whether the threat is imminent, and non-employees should be recalled.

#### ii. **Travel Authorization Requirement**

Documentation reflecting IOC approval must be attached to the Travel Authorization.

## 2. **On Call International Registration for Non-Employees**

All non-employees traveling internationally on University-sponsored trips, including to Canada and Mexico, are encouraged to purchase a personal membership with On Call International (“On Call”) prior to travel. On Call is a comprehensive, 24-hour medical, security, and travel assistance organization that provides international assistance services, and responds to calls for help and advice, managing the simplest task such as a doctor referral to the most complex emergency evaluation.

Non-employees can register and purchase a membership with [World Trips](#). On Call is the global assistance provider for these policies.

Non-employees who purchase a personal membership to On Call will receive a membership card, security and medical alerts, and country guides.

Non-employees who travel to areas of high risk, who have received approval from IOC, but do not purchase the personal membership to On Call, will still be covered under the University's security evacuation program.

## **G. Expense Processing**

### **1. Expense Report**

The Expense Report is prepared when reimbursing the non-employee for business travel expenses. For information on how to complete the Expense Report, please see [Knowledge Services Training Resources](#).

### **2. Receipts to Support Expenses**

Required receipts must be scanned and attached to the Expense Report. All receipts should be in the name of the non-employee and be for the dates claimed on the Expense Report. Always attach an explanation if there are differences.

### **3. Services Based on Contract/Agreement**

If the non-employee has been contracted to perform services, a copy of the contract/agreement between the University and the non-employee must be attached to the Expense Report to ensure travel expenses are being appropriately reimbursed.

## **H. Exceptions to this Travel Guideline**

There may be occasions when departments need to request an exception on behalf of the non-employee. Exception approval to this Guideline must be obtained prior to the start of travel, using the [Business Affairs Exception Tracker](#) located in [UTA SharePoint](#). Documentation of the request and its' disposition will be maintained in this repository.

## **V. Definitions**

**Actual Expenses:** 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.

**Commercial Lodging Establishment:** A motel, hotel, inn, apartment, house, or similar establishment that provides lodging to the public for pay.

**Expense Report:** A report in UT Share used 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.

**Local Funds:** All Chartfields that are not State Appropriated Funds. Please check with the head of your department or the account administrator for specific travel or entertainment restrictions which may be placed on individual Chartfields within the Local Funds accounts.

**Non-Employees:** Including, but not limited to, prospective employees, consultants, speakers, independent contractors, University alumni, University retirees and volunteers.

**Personal Expenses:** Expenses that benefit the non-employee only and do not benefit the University either directly or indirectly. Also includes inappropriate or excessive expenses that appear to be University related.

**State Appropriated Funds:** Chartfields that are funded by State general revenue. Most state appropriated Chartfields have Fund "21xx". State appropriated funded Chartfields also appear in other numbered Chartfield series.

**Travel Authorization:** The approval process in UT Share to authorize travel for non-employees who are traveling for UTA business.

## VI. Relevant Federal and State Statutes

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 [§5.22](#) State of Texas Travel Guidance

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

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

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

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

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

UTA Form [BF-T-F-06](#) *Non-Employee Expense Reimbursement*

UT System Policy [UTS 190](#) *International Travel*



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

**Other Resources**

[On Call International](#)

**VIII. Who Should Know**

Any employees who approval travel.

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

**Responsible Officer:** CFO and Vice President

**Sponsoring Department:** Office of Disbursements

**X. Dates Approved or Amended**

June 1, 2022

April 1, 2024

**XI. Contact Information**

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

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