

Reimbursements – Reference Aid

Overview

- In general, UTD reimburses what are considered standard, reasonable & necessary expenses related to UTD business.
- Reimbursements reports may not be self-approved.
- All reimbursements must be reviewed and approved/denied in accordance with <https://policy.utdallas.edu/utdbp3094> (University Entertainment and Official Occasions), <https://policy.utdallas.edu/utdbp3057> (Purchasing Policies) and campus business practices.
- Transactions of personal use or personal benefit are not reimbursable.
- Independent contractor services paid for by an employee are not reimbursable.
- Items restricted for use on the One Card are not reimbursable:
<https://finance.utdallas.edu/buyinggoods-services/one-card-program/>

Entertainment / Official Occasions

- Expenses should be reasonable for the nature of the particular business event.
- Occasions must be readily justified and documented with an appropriate business purpose.
- Generally, the amount per person should not exceed \$75. This amount includes meals, drinks, sales tax, and tips. Any excess needs to be approved in advance by the Fiscal or Business Officer.
- Discuss any extraordinary or potentially questionable expenses with your Dean, Vice President or Business Officer.
- Alcohol can be reimbursed for entertainment meals as long as the source of funds allows for it.
- A full detailed receipt, list of attendees and their relationship to the university, and appropriate business purpose are required.
- **BEST PRACTICE:** Provide an agenda and sign-in sheet for each meal.

Mileage

- The current mileage reimbursement rate is posted on the Payment Services home page: <https://finance.utdallas.edu/payment-services/>
- When requesting reimbursement for mileage, point-to-point mileage using an online mapping service, such as Google Maps, needs to be included with the request.

Meals

- Meals are not reimbursable until there is an overnight stay.

Local Conferences

- Pre-Registration should be done via a One Card or through eProcurement as a non-catalog requisition.
- If self-paid, registration is reimbursed after the conference has ended.
- Conference meals included in the conference registration are reimbursable as part of the conference fee.
- The conference itinerary should be used to verify any reimbursable expenses.

Local Car Rental

- Enterprise or National should be rented through Concur whenever possible, as they direct bill to the traveler's cost center.
- Cars may be rented up to full size, and any other size must be pre-approved by the supervisor.
- Tolls are reimbursable with detailed receipts and point-to-point mileage.
- Insurance supplements, additional driver charges, navigation systems, ski racks, parking violations or moving citations are not reimbursable.

Other Reimbursable Expenses

- Parking is reimbursable with detailed receipts.
- Shared ride receipts should include destination information, business purpose, amount & date for each transportation event.
- Electric scooters and bike rentals are not reimbursable because of the insurance coverage.