

## Travel – Reference Aid

### Overview

- In general, UTD reimburses what are considered standard, reasonable & necessary expenses related to UTD business travel.
- In advance of booking any non-standard business travel, written supervisor approval should be obtained in response to a written business case detailing who, what, when, where & why.
- Clear business purposes should be identified in all Travel and One Card descriptions.
- Travel expense reports may not be self-approved.
- All travel expenses are reviewed and approved/denied in accordance with University Policy UTDBP3104 and campus business practices.
- For travel-related questions not covered here, please see <https://finance.utdallas.edu/arranging-travel/>

### Concur Online Travel Booking Tool

- Concur Travel Management in Galaxy should be used for:
  - Airfare for faculty, prospective faculty and staff
  - Non-conference hotels and car rentals
  - Students and guest travel (booked by a staff member)
- New faculty & staff are automatically authorized to use Concur.
- New users must fill out their online Concur Profile thoroughly.
- A travel arranger who can book airfare/hotels/cars on behalf of other employees can be set up by emailing [travel@utdallas.edu](mailto:travel@utdallas.edu)
- For more info on using Concur, see the Concur dropdown section at <https://finance.utdallas.edu/arranging-travel/planning-your-trip/>

### Airfare

- Airfare for standard business travel should be purchased through the online Concur booking tool whenever possible.

- Travel may be booked via the University's contracted travel agency, Corporate Travel Partners, with supervisor pre-approval (fees will be assessed to the Department).
- Ancillary fees, such as early check-in, preferred seating, in-flight refreshments, seat upgrades or airline clubs/lounges, are not reimbursable.
- Wi-Fi may be reimbursable with supervisor approval.
- Individuals whose trip is federally funded by a grant should check if the "Fly American Act" will apply (US air carriers only).
- Business class on international flights of 5+ hours in duration on a single leg may be allowable with written supervisor approval. This purchase must be made with CTP full service and charged to a One Card.
- Concur airfare expense is directly billed to the traveler's cost center.

### Hotel and Lodging Expenses

- In most cases, travelers must use a One Card or their personal credit card for hotel check-in and any incidental expenses.
- Itemized receipts are required for hotel expense reimbursements.
- Hotel reimbursement is either the actual cost of the conference rate, or the maximum allowed by the US GSA for the destination city, found at [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)
- Personal expenses on hotel bills are not reimbursable.
- Wi-Fi may be reimbursable with supervisor approval.
- The conference itinerary should be used to verify the hotel cost.
- For all in-state Texas hotel stays, the hotel should be provided with a completed [TX Hotel Occupancy Tax Exemption Certificate](#).

**Meals**

- UTD reimburses up to established locality-based maximum rates (per diem) approved by the Texas Comptroller of Public Accounts and published by the U.S. General Services Administration.
- Receipts are not required unless using a University One Card, Travel Card, requested travel meal reimbursement in excess of the established locality based maximum, a business meal, an entertainment meal, or if purchased on a restricted contract where the grantor has indicated receipts are required.
- Meals are not reimbursable until there is an overnight stay.
- Conference meals and alcohol are not reimbursable.

**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 preapproved 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.

**Conference Registration**

- Pre-registration can 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.
- The conference itinerary should be used to verify any reimbursable expenses.

**Mileage**

- The current mileage reimbursement rate is posted on the Travel Reimbursement home page at: <https://finance.utdallas.edu/managing-reimbursements/travel-reimbursement/>
- When turning in mileage, include point-to-point mileage using an online mapping service, such as Google Maps, with the reimbursement request.
- Use ALL total costs when comparing driving vs. flying.

**Foreign Travel**

- All foreign travel must be approved in advance by the Office of International Education (OIE), as well as by the sponsoring Department, before any reservations are made.
- UTD reimburses visa costs & related charges, inoculations, and currency exchange fees. Other related fees may be reimbursed with supervisor pre-approval.
- If foreign currency is used, the [OANDA currency conversion](#) or bank statement should be attached to the travel expenses.
- For complete information on foreign travel, visit the International Center at <https://ic.utdallas.edu/>

**Tolls, Parking, Shared Rides, Phone Service**

- Tolls and parking are 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.
- Phone service plans, including international plans, while in travel status may be reimbursable with supervisor approval. Detailed receipts are required.