

TRAVELER CHECKLIST

THIS IS NOT A COMPREHENSIVE CHECKLIST. WHEN IN DOUBT, PLEASE CHECK IN ADVANCE WITH YOUR TRAVEL STAFF.

FORMS NEEDED: [HTTPS://SOCIALWORK.UTEXAS.EDU/FACULTY-AND-STAFF/RESOURCES/HANDBOOK/TRAVEL/](https://socialwork.utexas.edu/faculty-and-staff/resources/handbook/travel/)

<u>TAR</u> – PRIOR TO TRAVEL DATES (ALLOW FOR AMPLE PROCESSING TIME)	<u>TRAVEL REIMBURSEMENT FORM</u> – SUBMIT PDFS VIA THE WEB
<u>FACULTY TRAVEL GRANT</u> – IF APPLICABLE; SUBMIT AT LEAST 3 WEEKS PRIOR TO TRAVEL DATE TO ALLOW PROCESSING TIME; SUBMIT TAR AT THE SAME TIME, TOO.	
USE <u>UT TRAVEL AGENCIES</u> ONLY OR <u>CONCUR</u> FOR YOUR AIRFARE AND RENTAL CAR RESERVATIONS.	

TRANSPORTATION	
	Airline receipt.
	Cancellation/Change charges - Reimbursable only if the charge is incurred for a business-related reason or because of adverse weather conditions or a natural disaster; provide explanation.
	Gasoline receipts for rental car.
	Mileage requires odometer reading (or MapQuest).
	Rental car – Use one of the contracted car rental agencies. Enterprise even created a site for the School: Dean’s Office and OADR .
	Rental car receipt.
	Valet parking receipt.

LODGING	
	Deposit for house/apartment stay is not reimbursable.
	Original lodging receipts show traveler’s name only and proof of payment.
	Staying in house/apartment (not hotel) must be from a commercial establishment and lease agreement provided.
	Texas Hotel Occupancy Tax Exemption Certificate http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf

MEALS	
	Alcoholic beverages are not reimbursable.
	Food receipts are itemized (not just a credit card receipt).
	Meal expenses itemized daily (for traveler only).
	Meals are only reimbursable if there is an overnight stay.
	Tips (not higher than 20%) are only allowed on local accounts (not State). Itemize them separately from meals.
	Local accounts begin with “19,” “26,” or “30.” State accounts generally begin with “14” or “20.”

MISCELLANEOUS	
	All receipts are original and not altered and must show proof of payment.
	Expenses are traveler’s own only (not spouse’s, friend’s, etc.).
	Foreign exchange conversion site: Oanda .
	Foreign receipts show exchange rate and link used.
	Non-reimbursable expense examples: alcoholic beverages, excess baggage charges, and any other personal expenses.
	Registration receipts – only reimbursed after conference takes place.
	UT Travel Policy in Handbook of Operating Procedures and also in the School’s Faculty Staff Handbook .

FACULTY TRAVEL GRANTS	
	Apply for travel grants at https://gradschool.utexas.edu/faculty/faculty-travel-grants .
	Form needs to be completed and processed at least 3 weeks before departure in order to allow for Graduate Studies approval.
	Only one author of a collaborative paper may receive a travel grant for that paper.
	Staff contacts: Dean’s Office Accounts - Suzanne Ewing EID, seb0321 or Desiree Pacheco, EID dmp2993 OADR Accounts - Gerald Cofer, EID gjc476

EFFECTIVE JANUARY 1, 2020 – NEW REIMBURSEMENT RATES	
	\$51 per day for meals anywhere. No receipts needed.
	Texas hotels: \$98 with State funds or \$209/night with local funds.
	Continental US (outside of Texas): \$324/night.
	Foreign and outside continental US: \$374/night.