



THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES

Office of Academic Affairs
Sponsored Event
Travel Reimbursement Guidelines

In order to facilitate travel reimbursements to your institution, please adhere to the following guidelines:

- Institutions will be reimbursed not the individual traveler for expenses incurred. Please familiarize yourself with your institution's reimbursement process, prior to submission.
- All travel reimbursement claims must be received within 30 days of the event, and must include a completed UT System Institutional Reimbursement Form and copies of all itemized receipts. ***The Institutional Reimbursement Form must be certified by someone other than the traveler.***
- If you are claiming mileage, prior to driving your Personally Owned Vehicle (POV), please check that this is the most feasible method of transportation. In many cases, it is less costly to rent a car and purchase gasoline than driving your POV. If claiming mileage, gasoline purchases are ***ineligible for reimbursement.***
- If you are claiming rental car fees, please note that added insurance (liability, personal accident, roadside assistance, and personal effects), satellite radio and GPS function are ***ineligible for reimbursement.***
- Costs for ground transportation to and from the airport should not exceed the equivalent cost for parking and mileage, of your POV.
- Reimbursements for meals within the Designated Headquarters are ***ineligible for reimbursement,*** as well as when the trip begins and ends on the same calendar day.
"Designated Headquarters" is defined in Texas Government Code 660.002(7) as the "area within the boundaries of the city in which a state employee's ***place of employment*** is located."
(i.e. having lunch in your home airport prior to your flight's departure is ineligible for reimbursement)
- If hotel charges are Direct Billed, there should be no room reimbursement requested. Room charges are on a master bill that is sent to UT System for payment. If incidentals/room service is ordered, you will be expected to pay for them at the time of check-out. Please make sure you **include the itemized receipts** of the charges in your reimbursement claim to your institution.
- Itemized receipts are required for all meal reimbursements. Reimbursement for **tips** is allowed up to **20%**. Overages will be deducted from the reimbursement total. Any meals provided by UT System in conjunction with an event are ***ineligible for reimbursement.***
- All airline fare reimbursement claims must include a copy of the itinerary with the cost of the ticket and have a zero balance, showing that the ticket was paid in full. If your institution is charged a processing fee by your travel agency, please provide the policy that outlines this charge (an email that came from the travel or accounting department that explains the fee and that is sufficient for our accounting department).
- Roundtrip baggage fees for **one (1) bag** are eligible for reimbursement.
- Parking fees at the airport should not exceed the maximum daily fee for close-in, uncovered parking at your home airport.
- ***Please note: amounts exceeding allowable expenditures will be deducted from the final reimbursement total.***
- ***Attendance cancellation for a UT System sponsored event must be done no later than (3) three days prior to the event. Otherwise, your institution will be charged for resources lost (i.e. hotel and food).***

We thank you in advance for being responsible stewards of our finite resources.

Prepared by The Office of
Academic Affairs
Updated October 2017