Travel Guidelines: Reimbursement of Expenses

Please be sure to read and follow the guidelines below when arranging travel and requesting reimbursements related to the Student Advisory Council.

The Guidelines

1. To get reimbursed for travel expenses, SAC members must sign a "sign-in sheet" for each day of the meeting. Reimbursements will be processed only for the days the member signed in regardless of days attended. U.T. System only reimburses for two SAC members per campus per meeting, plus any SAC Executive Committee members that have been elected from your campus. For example, if the SAC Chair is from UT Dallas, UTD will be reimbursed for the travel of their two regular SAC members, plus the SAC Chair. The alternate is only to attend the meeting in place of a representative.

2. Requests for reimbursement may be done ONLY for regular meetings of SAC and for members presenting recommendations to the Board of Regents. The SAC Executive Committee will also be reimbursed for a one-day onboarding meeting in the Summer.

3. Requests for reimbursements for hotel, airfare, and rental cars must follow state rate guidelines. Any charges above state rates will not be reimbursed by the System office.

4. The Travel Liaison or the SAC member will be responsible for making all travel arrangements and for notifying any entity of cancellations as needed.

5. Requests for reimbursements must be submitted to and processed by your institution.

6. The System office will provide meals during SAC regular meetings ONLY. These meals include lunch and dinner on Friday, and breakfast and lunch on Saturday. System will not reimburse meals outside of these meals that we provide.

7. If the SAC member decides to rent a car to attend a regular meeting, ONLY a small or mid-sized car with unlimited mileage is allowed. System will not reimburse for additional mileage.

Other Allowable Charges:

a) city taxes on hotel charges  
b) parking charges for the hotel  
c) transportation to and from the airport to hotel up to $22.00 maximum. The Super Shuttle round trip is $19.50.

Expenses Not Allowed:

Travel overages, state sales tax on hotel rooms, telephone calls from the hotel rooms, movie or room service charges, or any other hotel charges above the state rate that may be added to the bill. Parking other than the hotel parking charges.