

Domestic Travel

Please contact me at your earliest convenience when you are ready to make arrangements for your travel needs. All processing of paperwork will be handled out of the Political Science and History department.

The below documents must be filled out as soon as possible. Please see each document and fill out completely. If you have any questions for accounting codes I can give you the correct information.

- **Travel Authorization (Section 1) – Approval needed from Dr. Stadelmann**
- **Budget Document/Meal & Hotel Allowance Form (Section 2)- Approval needed from Dr. Stadelmann**
- **Travel Reimbursement Form (Section 3) - Approval needed from Dr. Stadelmann**
- **Student Affairs Travel Paperwork (Section 4) – Approval needed from Dr. Stadelmann (if students are traveling)**

The following rules must be followed, any exceptions require advance notice and approval from Financial Services.

1. If using a corporate travel card to pay for any expenditures please do not charge tips or alcohol. I only mention this because this has happened and I have had to ask faculty to reimburse me in the past.
2. If you have a student traveling alone, we will not be able to pay for their transportation cost. We will only pay for their hotel and registration fees.
3. We do not pay student membership fees.
4. Fill out all paperwork promptly. If you do not have an exact list of the students traveling we can still move forward with most of the paperwork. However, I do need a complete list of the students traveling.
5. Faculty travel funds do reimburse meals & lodging if they stay under the daily allowance. If a faculty member goes over the daily allowance you will be asked to reimburse the university the difference. This is a state requirement and must be followed.
6. Our department policy states that student travel funds will **not** pay for food. Allowable expenses are: registration, hotel, parking, rental car and gasoline for rental.
7. The university requires that a rental vehicle is always used when traveling or they may fly whichever is less expensive.
8. Do not wait until the last minute to register yourself or students, so often we have lost funds that could have been better utilized if we registered your students using “Early Bird Registration.”
9. If for some reason this trip is cancelled please contact me immediately.
10. Please return all ITEMIZED receipts within 7 days of travel.
11. Fill out all required paperwork in a timely manner.

Section 1:

Travel Authorization

- Prior to travel, approval for all university business travel is required for absences from the campus (or other designated headquarters) whether or not there is a cost to the university.
- A request for travel should be completed by the faculty member and approved by the immediate supervisor. The form should state the traveler's name, dates of travel, destination, purpose and benefit of travel, and the account to be charged for travel expenses.
- Appropriate arrangements for disposition of duties must be made in advance of the travel. If classes are to be missed, a qualified member of the instructional staff shall be identified and included in the notes section. Under normal circumstances, classes should not be rescheduled.
- Example form & original form located on next two pages.

Section 2:

Budget Document/Meal & Hotel Allowance

The budget document for travel allowance, shows the cost of the daily allowance for meal & lodging per location of travel. I will give you the form and we can work together to ensure we stay under the daily limit.

A state employee may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

Example: Gloria is a state employee who is planning to travel to Florida for a business meeting. The maximum lodging rate for Florida at the time is \$100 per day and the maximum meal reimbursement rate is \$45 per day. Gloria finds a hotel very close to where her business meeting is being held, but the hotel charges \$110 per night. Gloria decides that she would like to reduce her meal reimbursement from \$45 to \$35 so that she can use the \$10 reduction to stay in the convenient hotel.

I will fill out this form and the faculty member will review and sign the form prior to travel. See example and original form on next two pages.

Meals

- Meals are reimbursable up to the daily maximum set forth by the comptroller, not to exceed actual expenses. The travel reimbursement rate is not a per diem. Receipts are required.
- Meals are only reimbursed for overnight travel.

Lodging

- Lodging is reimbursable up to the daily maximum set forth by the comptroller per night and is limited to actual expenses based on receipts.
- For in-state travel, a [Texas Hotel Exemption Certificate](#) must be provided to the lodging establishment at check-in.
- For employees sharing a room: **Each employee must submit a travel voucher for reimbursement of his or her share.** The lodging establishment will split the bill if the request is made at the time of the room reservation. Make sure every faculty/staff member staying in that hotel room is listed.
- Travelers can use state comptroller [Contracted Hotels](#) or a hotel of choice as long as the lodging rates comply with state comptroller lodging rate guidelines. Management encourages the use of discounted rates available through the [State Purchasing Website](#).

Daily Allowance Agreement

Name:	Date:
Conference Name	
Location:	
Travel Costs	Sources of Funding
Transportation -	Paid by applicant: \$
Airfare: \$	
Ground Trans: \$	Amount paid by department: \$
Hotel Allowance \$	
Meal Allowance: \$	Other sources: \$
Registration \$	
Total estimated expenditures \$	Total \$

Signatures:

Applicant:	Chair (certifies or adjusts the amount indicated above):
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- 1) Please note if you spend over the amount listed in the daily allowance for meals and hotel, you will be responsible for reimbursing the University the overage.
- 2) By signing this document you are agreeing that you will not be including tips or alcohol for reimbursement.
- 3) Please submit all ITEMIZED receipts 7 days after returning from travel.

Section 3:

Travel Reimbursement Form

- When returning from a trip all receipts must be attached to a completed travel reimbursement form.
- This form must be filled out (including time of departure and return), please get appropriate signatures and turn in to me so I can process the reimbursement within seven (7) days after your return date.
- Please keep in mind that if you or your student(s) are traveling in the state of Texas please use the Hotel Tax Exemption form attached. This must be presented at time of check-in. We are not able to reimburse Texas State Hotel taxes. This form is on page 3 of this section.
- If using a corporate travel card and you are charged for hotel state taxes you will be required to reimburse the university for any unauthorized charges.
- Please get itemized copies of all receipts. If charging meals to room when checking out PLEASE get itemized receipts as well.
- See example and original form on the next two pages.

Section 4:

Student Affairs Travel Paperwork

Student Affairs requires that all students travelling 25 miles or farther from UT Tyler the following forms must be filled out prior to travel. The forms below must be completed for student travel 45 days in advance.

<http://www.uttyler.edu/mopp/documents/13StudentTravelPolicy.pdf>

Appendix A – GROUP/TEAM TRAVEL AUTHORIZATION REQUEST FORM *

Appendix B - GROUP TRAVEL TRIP INFORMATION FORM **

Appendix C - RELEASE AND INDEMNIFICATION AGREEMENT – ADULT STUDENT

Appendix D - RELEASE AND INDEMNIFICATION AGREEMENT - Parental Permission Agreement (a minor student)

Appendix E - EMERGENCY INFORMATION/CONTACT FORM – ALL STUDENTS AND FACULTY

Appendix F - PARTICIPANT RESPONSIBILITY FORM – ALL STUDENTS AND FACULTY

Appendix G - OFF-CAMPUS TRAVEL ACTIVITY CHECKLIST AND EMERGENCY AND CRISIS RESPONSE PLAN

Appendix I - RELEASE AND INDEMNIFICATION AGREEMENT – ADULT FACULTY

- PLEASE NOTE: Appendix A must be filled out as soon as possible and sent to me so I can make copies and send the original to Student Affairs for approval.
- Please fill out Appendix B at your first meeting with the students and get this to me as soon as possible so I can make a copy and send the original to Student Affairs.
- Please remember that university policy requires prior approval for all travel.

