**TRAVEL PROCESS**

**Obtain a Travel Card, if applicable http://www.uttyler.edu/finserv/forms.php**

**Register with International On Call**

**\*The University of Texas System has mandated the use of contracted travel agencies and contracted rental car companies.**

**Submit original receipts and all required documentation to your travel arranger for reimbursement**

NOTE: Original receipts and supporting documentation must be submitted within ten business days after travel has occurred.

Expense reports should be created and approved approximately two weeks or 10 business days after submitting receipts.

**Book directly through contracted car vendor**

**CAR RENTAL\***

**Book through Concur**

**Contact one of the UT System contracted Travel Agencies to book travel**

**Corporate Travel Planners or Anthony Travel**

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**Book directly through hotel vendor**

**Book through Concur**

**Contact one of the UT System contracted Travel Agencies to book travel**

**Book through Concur**

**Contact one of the UT System contracted Travel Agencies to book travel**

**LODGING**

**If applicable,**

**45 days before Foreign Travel**

**complete approval forms**

**If applicable, Washington, D.C.**

**Email UT System or OSFR**

**APPROVED**

**UT SHARE/PEOPLESOFT**

**TRAVEL AUTHORIZATION**

**PROCEED WITH MAKING NEEDED TRAVEL** **ARRANGEMENTS**

**AIRFARE\***