

Travel Reimbursement – Timelines & Receipting – All Fund Types Guideline

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I. Title

Travel Reimbursement – Timelines and Receipting – All Fund Types Guideline

II. Objective

Travel Guideline DIS-T-GL11 provides procedural guidelines of what documents to complete and what supporting documentation to submit for reimbursement of business travel expenses. The process to complete a travel reimbursement is within Concur Expense. Itemized receipts are required for certain expenses and will need to accompany the expense report.

University travel conducted, and expenses incurred, must comply with the rules and policies including the State of Texas Travel Regulations Act (Chapter 660 of the Texas Government Code), the General Appropriations Act, the State Comptroller’s Office, State Travel Management Program, University of Texas System Board of Regents’ Rules, University of Texas System Policies, and the travel guidelines of the University of Texas at Arlington (“UTA” or “University”).

This travel guideline does not apply to UTA employees or students traveling for personal reasons with personal funds.

III. Scope – Who Should Know

All UTA employees and students who are traveling for official business and/or University employees responsible for completing travel reimbursement documentation.

IV. Guidelines

A. Travel and Duty of Care Policy

See UTA [BF-T-PO-01](#) *Travel and Duty of Care Policy* for complete information that applies to this guideline and all University funded travel:

- Definitions
- Relevant federal and state statutes and websites
- Relevant UT System rules and policies
- Applicable UTA policies, procedures, travel guidelines, and additional resources
- Applicable UTA forms

B. Internal Control

Proper internal control procedures require that an individual not approve disbursements of funds to themselves. An individual receiving reimbursement or payment may not approve their own expense report.

C. Concur Expense

1. Expense reports are prepared when reimbursing business travel expenses. This report is created and processed electronically in Concur. For information on how to complete the expense report in Concur, please see [Knowledge Services Training Resources](#)

2. Supporting Documentation

Required receipts must be attached to the expense report. For information on what receipts to submit to Disbursements see [Section H](#) of this guideline or contact the Office of Disbursements (“Disbursements”).

D. Submission Timeline for Expense Reports

Every effort should be made to submit your expenses for reimbursement as soon as possible after incurring the costs to eliminate any confusion that might occur due to lost receipts, invalid Chartfields, unavailable funds, or reporting periods.

In accordance with [IRS Publication 463](#) and the Safe Harbor rules, travel expense reports submitted after 60 calendar days after the last a day of travel will be reported to Payroll as income. Incomplete or incorrect travel expense reports will be returned to the department and will not be considered submitted until resubmitted with the corrections completed.

Travel expense reports submitted on the 61st calendar day after the last day of travel, or later, and are not ‘In Good Order’ by the end of the 60th calendar day, are taxable to the traveler (income and employment taxes)

and the employing department. This includes travel expenses paid with a travel cash advance, paid by traveler, or paid with the UTA Travel Card.

4. More than 120 Calendar Days – Travel Cash Advance

All travel cash advances that are more than 120 calendar days outstanding will be charged to the traveler’s department.

5. Communication of Non-Compliance

Travelers that have a fully approved Travel Request, it has been more than 30 days since the last day of travel, and a travel expense report ‘In Good Order’ has been not processed or submitted, will receive a communication of non-compliance.

An expense report that is subject to taxation will have a message at the top notifying the traveler that the expense report is taxable.

E. Executive Management Travel

1. The Chief Administrator (“President”) of UTA, and/or his/her designated representatives are eligible for reimbursement of all expenses incurred while in travel status on university business. The following approval matrix must be used when Executive Management Travel is reviewed:

Officer Requesting Reimbursement	Approver
President	CFO and Vice President for Business & Finance
Vice President of Planning & Chief of Staff Provost & Senior Vice President for Academic Affairs CFO & Vice President for Business & Finance Vice President for Administration & Economic Development Vice President for Talent, Culture & Inclusion Vice President for Development & Alumni Relations Vice President for Marketing, Messaging & Engagement Vice President for Research & Innovation Vice President of Government Relations Director of Athletics	President or his/her designee

2. The President is entitled to be reimbursed for actual meal and lodging expenses incurred while performing the duties of the office. If the President is being reimbursed for meal and lodging expenses that incurred within the contiguous United States (“U.S.”), then the

maximum amount of that reimbursement is equal to twice (2X) the amount that could be reimbursed to a regular University employee. See [State of Texas TexTravel Guide](#).

3. One (1) or more University employees may travel with the President to a particular meeting or conference. The reimbursement of expenses incurred within the contiguous U.S. for meals and lodging is limited to twice the amount that could be reimbursed for regular university employee travel. The reimbursement for expenses may be paid even if the itineraries for the President and the employee(s) receiving the reimbursement are not identical.

Example: It is not necessary for both individuals to fly to the duty point on the same flight. See [State of Texas TexTravel Guide](#).

F. Spousal Travel

1. Spouse of the President

Travel expenses for the spouse of the President are governed by University of Texas System Policy [UTS 120](#) Spousal Travel.

2. Spouse of Other University Employees

a. Eligible Reimbursement

Occasionally, travel, meals, and expenses of the spouse of other University employees will be deemed to be for a business purpose, and a benefit to the University. Under these circumstances, and with the prior written approval of the President, the spouse is entitled to reimbursement for the allowable cost of travel, meals and incidentals expenses in accordance with UTA Travel Guideline [DIS-T-GL3](#) *Contiguous U.S. Travel – Local Funds Only*.

No state appropriated funds may be used for reimbursement.

b. Conditions of Reimbursement

The propriety of reimbursement is dependent in part on the nature of the employee's office, the spouse's traditional role, the purpose of the trip, and the spouse's connection with that purpose.

Example: The presence of the spouse of a vice president or a dean may be necessary at a major event where attendance by spouses is customary and expected.

G. Cancellation or Change Charges

1. A traveler will be reimbursed for a travel expense incurred when the traveler returns from a duty point to his/her official UTA field office before University business is completed because of an illness, personal emergency, or University recall.
2. Cancellation charges related to a travel expense may be reimbursed if:
 - a. Reason is related to state business, or
 - b. Reason related to state business that could not be conducted because of a natural disaster.
3. When claiming reimbursement for cancellation charges, receipts or invoices are required to document each cancellation charge submitted for reimbursement.
4. Cancellation charges for “no shows” due to personal reasons are not reimbursable.
5. Cancellation charges for airfare paid by the traveler will only be reimbursed if approved by the Associate Vice President for Business Affairs and Controller, or designee, using the [Business Affairs Exception Tracker Request](#) to submit an exception request.

H. Receipt Requirements

1. Receipt Content

Receipts should be in the name of the traveler and be for the dates claimed on in Concur Expense. Always attach an explanation if there are differences.

2. Meals

Depending upon the duty location of the traveler, the University allows for reimbursement of meals using the [General Services Administration](#) (“GSA”) per diem rates, the [Department of Defense](#) (“DoD”) local meal rates, or the [U.S. Department of State](#) (“DoS”) local meal rates. These must include tax and tip (if allowed).

a. GSA Meal Expenses - Contiguous U.S.:

No receipt required

b. DoD Local Meals up to the Daily Rate – Travel to Alaska, Hawaii, or U.S. Territories:

No receipts required

c. DoS Local Meals up to the Daily Rate – Travel to All Other Foreign Countries

No receipts required

d. DoD Local Meals Exceeding the Daily Rate – Travel to Alaska, Hawaii, or U.S. Territories:

Receipts required

e. DoS Local Meals Exceeding the Daily Rate – Travel to All Other Foreign Countries

Receipts required

f. Business/Entertainment Meals:

Itemized receipt required

Note: Business/entertainment meals will only be reimbursed for actuals, no matter the dollar amount.

3. Lodging

a. Receipt Requirements

Itemized hotel receipts must reflect the following information. This is inclusive of hotels within and outside the contiguous U.S.

- Name and address of the commercial lodging establishment
- Name(s) of traveler/occupant
- Single room rate
- Daily itemization of the charges
- Proof of payment.

b. Within the Contiguous U.S.

The University uses the [federal per diem rates](#) provided by the GSA for both in-state and out-of-state travel within the continuous U.S. All lodging is reimbursed for actuals but cannot exceed the GSA federal per diem rate given for the location.

Texas Hotel Occupancy Tax will not be reimbursed for lodging in Texas. Traveler must present to the commercial lodging establishment a *Texas Hotel Occupancy Tax Exemption Certificate* (UTA Form [BF-T-F-02](#)).

Lodging hotel occupancy taxes for travel outside of Texas are allowed on the UTA Travel Card, or reimbursable to the traveler.

c. Foreign Lodging

All foreign lodging is reimbursed for actuals up to, but not exceeding, the [DoD](#) or [DoS](#) per diem rates as published for the destination country/state and locality indicated.

4. Alcohol

Alcohol is only allowed when purchased and consumed as part of a business/entertainment meal, or if there is a business reason for the purchase.

Note: Alcohol cannot be purchased with funds generated from student tuition, fees, or state appropriated funds.

5. Sales Tax and Tips on Meals

Sales tax and tips on meals must be included in the per diem rates for the location, and will be reimbursed.

Tips cannot exceed 20% of the overall bill.

6. Personal Time

If personal time is included on the expense report, all expenses must be pro-rated and expenses deducted for personal time.

7. Emergency / Unanticipated Purchases

a. Business purchases reimbursed for phone calls, office supplies, or other emergency/unanticipated expenses while in travel status, must be marked as incidental. If not indicated that the individual items are for official University business, items are not reimbursable.

b. Itemized receipts are required.

c. Tangible items purchased in Texas will require the traveler to present a *Texas Sales and Use Tax Exemption Certification* to the vendor at time of purchase (UTA Form [BF-AS-F3](#)).

Note: Texas State Sales Tax will not be reimbursed.

d. Reimbursement of taxes for purchases made outside of Texas by travelers are allowed.

8. Conference Attendance – Agenda Required

All employees attending a conference that requires an overnight stay must submit the conference agenda as part of their travel supporting documentation. Submission of the agenda allows reviewers and approvers to identify amenities provided to conference attendees, i.e., hotel rooms, meals, etc.

9. Missing Receipt / Invoice / Credit Memo

- a. If an expense is missing a receipt, invoice, or credit memo to validate the reimbursement, the employee must complete Missing Receipt Declaration within Concur. This form will document the details of what was purchased or returned, and why the original documentation is not available. Attach the completed form to Concur Expense
- b. Habitual use of this form could result in future expenses not being reimbursed.

NOTE: This form will be used in lieu of submitting an Exception to this Guideline.

V. UTA Offices Responsible for Guideline

Responsible Officer: CFO and Vice President for Business and Finance

Sponsoring Department: Office of Disbursements

VI. Dates Approved or Amended

August 1, 2019

June 14, 2021

April 19, 2022

July 12, 2022

November 4, 2024

VII. Contact Information

Questions regarding this travel guideline should be directed to The Office of Disbursements at 817-272-2184, or email travelservices@uta.edu

Send notifications of errors or changes to: travelservices@uta.edu