

Student Group & Organization Travel – Local Funds Only Guideline

Contents

- I. [Title](#)
- II. [Objective](#)
- III. [Scope – Who Should Know](#)
- IV. [Guidelines](#)
 - A. [Travel and Duty of Care Policy](#)
 - B. [Travel Request for All Overnight Travel](#)
 - C. [Travel Cash Advance](#)
 - D. [Transportation](#)
 - E. [Contiguous United State Travel – Overnight Stay Required](#)
 - F. [Foreign Travel](#)
 - G. [Cancellation or Change Charges](#)
 - H. [Receipts and Concur Expense Submittals](#)
 - I. [Exceptions to this Guideline](#)
- V. [UTA Office Responsible for Guideline](#)
- VI. [Dates Approved or Amended](#)
- VII. [Contact Information](#)

I. Title

Student Group and Organization Travel – Local Funds Only Guideline

II. Objective

This guideline provides information for allowances and expenses paid from local funds only for University sponsored student group travel, both domestic and international.

III. Scope – Who Should Know

University of Texas at Arlington (“UTA” or “University”) faculty/staff sponsor(s) and students traveling for an activity or event organized, sponsored, and funded by the University.

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 Travel Request for All Overnight Travel

1. Faculty/Staff Sponsor and Students

- A Travel Request must be processed electronically in Concur under the name of the sponsoring University faculty/staff member for all overnight travel.
- The total dollar value of the Travel Request must include all anticipated expenses for the sponsor and all students.
- The names of all participating students must be included in the Travel Request. Students listed in the Concur Travel Request are not required to have a separate travel request.

NOTE: If the list of students is unknown at the time of the Concur Travel Request creation, the list must be added to the Attendee section for the hotel and meal expense types for Student Group Travel in Concur Expense.

- The Concur Travel Request must be fully approved prior to the start of travel. 'Approved' indicates that all required workflow approvals have been completed.

For complete information on the Travel Request, please see UTA Travel Guideline [DIS-T-GL2](#) *Pre-Travel Requirements – All Fund Types*.

2. Activity or Event More than 25 Miles from University

All student travel for activities or events organized, sponsored, and funded by the University greater than 25 miles from UTA's designated field office must also be compliant with UTA Policy [SL-G-PO-03](#) *Student Travel Policy*.

C. Travel Cash Advance

A Travel Cash Advance is permissible for student group and organizational travel. The total of the Travel Cash Advance may be up to the amount of the Travel Request minus any direct payments made by the University, e.g., airfare direct billed to UTA.

For complete information on Travel Cash Advances and reconciliation timelines, see UTA Travel Guideline [DIS-T-GL2 Pre-Travel Requirements – All Fund Types](#)

NOTE: It is recommended that faculty/staff sponsor use the UTA Travel Card (“Travel Card”) for expenses. See UTA Travel Guideline [DIS-T-GL1 Travel Card – All Fund Types](#) for information on the application process, expense limits, and other important topics.

D. Transportation

1. Airfare

All airfare must be purchased using Concur or one of the University of Texas System (“UT System”) mandated travel agencies, and direct billed to UTA. All airfare transactions must be reconciled within the sponsoring faculty/staff Concur Expense report for the trip.

See UTA Travel Guidelines [DIS-T-GL6 Travel Agencies & Concur – All Fund Types](#) and UTA [DIS-T-GL7 Transportation Options in Travel Status – All Fund Types](#) for complete information.

2. Auto Rentals – U.S. Travel Only

The department/sponsor may reserve a car for the sponsor and students through Concur or one of the UT System mandated travel agencies using only the auto rental companies under contract with UT System. Booking a reservation using Concur or an authorized travel agency will ensure the charges are direct billed to UTA. The sponsor may pay using the Travel Card.

All renters/drivers must meet the minimum age requirements for the specified auto rental company used.

Complete information on rental cars is available in UTA Travel Guideline [DIS-T-GL7 Transportation Options in Travel Status – All Fund Types](#).

3. Auto Rentals – International Travel Only

The department/sponsor may reserve a car for the sponsor and students with the auto rental companies under contract with UT System. Booking a reservation using Concur or an authorized travel agency will ensure the charges are direct billed to UTA. The sponsor may also pay using the Travel Card.

Age requirements for international rentals vary. It is the responsibility of the department/sponsor to ensure all required drivers are compliant.

NOTE: The contracted auto rental companies do not carry collision damage waiver (CDW) insurance for international rentals, therefore, the department/ sponsor must add this at time of booking. The University will pay or reimburse for this charge when a rental car is expensed for travel internationally.

See UTA Travel Guideline [DIS-T-GL7 Transportation Options in Travel Status – All Fund Types](#).

4. **Personally Owned Motor Vehicles – Mileage**

UT System Policy [UTS 157](#) encourages the use of rental vehicles instead for personal vehicles when conducting UTA business.

- a. Sponsors and/or students will be reimbursed for mileage in accordance with General Services Administration ([GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#)), which is generally updated January 1 of each year. Archived mileage rate may be viewed at [POV Mileage Rate Archived](#). Mileage is based on the shortest, reasonable highway distance
- b. Concur Expense will calculate point-to-point mileage in the expense report using Google Maps for all routes of travel.
- c. Sponsors must ensure that each travel arrangement is the most cost effective considering all relevant circumstances.

i. Point-to-Point – 300 miles and Less

Travel that is 300 miles or less one way from designated field office, does not require a cost comparison analysis.

ii. Point-to-Point – More Than 300 Miles

If the one-way destination of travel is more than 300 miles, the traveler must provide documentation showing that cost comparisons were done prior to start of travel for the following modes of transportation:

- 1) [Rental Vehicle vs. Personal Vehicle Calculator](#)

Note: Daily Rental Vehicle Rate must be based on UT System contracted auto rentals – see UTA Travel Guideline [DIS-T-GL7 Transportation Options in Travel Status – All Fund Types](#).

2) Any other transportation means

Note: If the department/sponsor did not use the most cost-effective means of transportation, the Office of Disbursements (“Disbursements”) reserves the right to reimburse at the lower of the rates.

Concur Expense Requirements:

- Approved Travel Request
- Cost comparison documentation if travel is more than 300 miles one-way from designated field office.

5. Bus Charters

All bus charters originating from a University owned/leased building must be arranged through the [University’s Contracted Bus Charter Companies](#). All other bus charters may be arranged through the UT System contracted travel agencies or by the department.

E. Contiguous United States Travel – Overnight Stay Required

1. Meal Per Diems - No Receipts Required

a. General Services Administration Federal Per Diem Rates

- i. For meals and incidental expenses (“M&IE”) that occur with overnight travel, the University allows per diem for meal expenses incurred based on [General Services Administration \(“GSA”\) federal per diem rates](#). The GSA per diem tool is searchable by city, state, or zip code. Cities not appearing on the GSA table may be located within the county for which the rates are listed. To determine what county a city is located, visit the [National Association of Counties \(NACO\)](#) website. If the city is not located within a listed county on the table, use the “Standard Rate” for that city. New rates are set October 1 each year.
- ii. If there are no exceptions, and not the first nor last day of travel, the department/sponsor can request a lump sum of the M&IE rates for the full daily amount.

- iii. First and last days of travel will be prorated to 75% of the total M&IE, regardless of the student group's/organization's time of departure or time of return as calculated on the GSA per diem tool for the specific duty location.
- iv. If a meal was provided to the student group/organization, and not paid for out-of-pocket or with the Travel Card, that meal must be deducted from the full day's per diem rate. This might include a meal provided by a conference, meeting host, etc. The applicable meal must be checked in Concur Travel Allowance, which will automatically prorate the per diem rate for the day.
- v. Receipts for meals taken during overnight travel status are not required.
- vi. Meal per diems must include tax and tip.
- vii. Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the duty location.

NOTE: In accordance with [IRS Publication 463](#), an overnight stay is required for meal reimbursement.

b. Meal Expense Payment Options

The sponsoring University department and/or sponsor has options for handling meal expenses for student group and organizational travel.

Concur Expense Requirements for All Meals:

- Use expense type "Travel Meals – Group"
- Attach the GSA rate schedule for the duty location

i. Lump Sum Meal Per Diems

The sponsor can give to each student the daily meal per diem. If this is done, all meal per diems that are distributed to students will require a sign-in sheet notating these elements:

- The date the meal per diem was disbursed
- The individual student names
- Amount given
- The student's signature acknowledging receipt

NOTE: The sign-in sheet must be attached to Concur Expense.

ii. Payment with Travel Cash Advance

The sponsor can pay the meal expenses with a Travel Cash Advance but must document the distribution of the cash advance using the method outlined in the "Lump Sum Meal Per Diems" section above.

iii. Payment with University Issued Travel Card

The sponsor can pay with their Travel Card.

Meal expenses cannot exceed the maximum meal per diem amount for the entire student group/organization for the day.

2. Lodging – Receipt Required

See UTA Travel Guideline [DIS-T-GL3](#) *Contiguous United States Travel – Local Funds Only* for complete information on lodging.

a. General Services Administration Federal Per Diem Rates

- i. Lodging will only be reimbursed for actual expenses which must not exceed the maximum General Services Administration [federal per diem rate](#) for the location. Cities not appearing on the GSA per diem table may be located within a county for which a rate is listed. To determine what county a city is located, visit the [National Association of Counties \(NACO\)](#) website. If the city or county is not listed on the per diem table, use the "Standard Rate" for the state. New rates are set October 1 each year.
- ii. Applicable taxes and fees are in addition to the GSA rate. Reimbursement for taxes is limited to the reimbursable lodging costs.
- iii. Sponsors may also use the hotels listed in Concur, or those available through the authorized travel agencies, but it is the responsibility of the department/sponsor to ensure that the nightly rate does not exceed the per diem for the duty location.
- iv. Per diem rates are available from most major chain hotels by requesting "State Government Rates". Please contact the hotel to ensure this rate is available for the specified travel dates.

[Job aid for various hotel websites and researching GSA rates is available from the Travel & Expense homepage](#)

b. Varying Nightly Rates

If the nightly lodging rates vary, the actual total of lodging costs cannot exceed the total of the per diem for the number of designated nights.

Note: In Concur Expense, each night must be notated as the actual nightly rate or the maximum GSA per diem for the location.

c. Shared Lodging

When at least two (2) occupants share lodging, the reimbursement may not exceed the applicable per person maximum lodging reimbursement rate for the location.

EXAMPLE: Occupant 1 and Occupant 2 are sharing a hotel room. The maximum allowable lodging rate for the area where they will be staying is \$90 per night. The room rate in the selected hotel is \$140 per night. Occupant 1 and Occupant 2 may combine their lodging rates, the lodging cost is reimbursable up to \$180.

d. Lodging Payment Options

The sponsoring University department and/or sponsor has several options for handling commercial lodging establishment charges for student group and organizational travel.

i. Payment with Travel Card, Travel Cash Advance, or Personal Funds

The sponsor can pay the lodging charges with the University issued Travel Card, Travel Cash Advance, or personal funds.

1) Lodging receipt must include the following:

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

2) Texas – Lodging – Hotel Occupancy Tax
Texas Hotel Occupancy Tax will not be reimbursed.

Sponsor must present to the commercial lodging establishment UTA Form [BF-T-F2 Texas Hotel Occupancy Tax Exemption Certificate](#).

3) Lodging Outside of Texas – Hotel Occupancy Taxes

Hotel occupancy tax or similar taxes paid for lodging outside of Texas are allowed and can be paid with a travel cash advance, charged with the Travel Card, or reimbursed to the traveler when paid with personal funds.

ii. Direct Bill / Prepay

The sponsoring University department can arrange for the lodging expenses to be direct billed or pre-paid by the department. This is inclusive of the room, hotel tax and other applicable fees. Cancellation or penalty fees must be taken into consideration when considering this type of payment.

Note: Direct billed or pre-paid expenses will NOT be itemized in sponsor's Concur Expense, but documentation must be attached as a reference of charges.

iii. Non-Allowable/Non-Reimbursable Charges

UTA will not pay for/reimburse telephone charges, movies, room service, and other miscellaneous services/charges. All sponsors and students must be aware of these prohibitions.

Concur Expense Requirements for All Lodging:

- Use expense type "Hotel – Group".
- Attach the GSA rate schedule for the duty location.
- Attach the Attendee List with all students listed

3. Misc. Business Travel Fees and Incidental Expenses

a. Miscellaneous Pre-Travel Fees

i. Registration Fees – Receipt Required

Registration fees are reimbursable for attending official business conferences, seminars, and other meetings.

Receipts are required and must be attached to Concur Expense. The receipt must detail:

- Full name of the meeting (do not use abbreviations).
- Date of the meeting
- The sponsor
- Where the meeting, conference, seminar, etc. was held (location)
- Attendance benefit to the University.

Additional Concur Expense Requirement:

- Agenda or program identifying all activities included in the registration fee.

Note: Entertainment, excursions or other personal expense items are not reimbursable.

ii. Dues and Membership Fees

Dues or membership fees that are included in a registration fee can be reimbursed.

Note: Memberships require a statement explaining the benefit to UTA.

b. Allowed Business Travel Expense (Partial List) – Itemized Receipts Required

i. Rental of Motor Vehicle

The supporting documentation related to the rental of a vehicle must include an itemized receipt including:

- Car rental company name
- Renter's name
- Starting and ending dates of the rental
- Itemization of all expenses

ii. Transportation

1) Travel by bus, subway, taxi, ridesharing (e.g., Uber/Lyft), shuttle, or other modes of mass transit.

The receipt must indicate:

- Date of service
- Fare charged for each segment of travel

Note: Tips cannot exceed 20% of the basic fare

2) Travel by railroad, boat, bicycle, or other motor vehicle

The receipt must include:

- Transportation company name
- Traveler's name
- Travel dates
- Mode of transportation
- Itemization of all charges

c. Misc. Business Travel Expenses – No Receipt Required

All other allowed miscellaneous business travel expenses do not require receipts for payment or reimbursement.

These include, but are not limited to, the following. However, Concur Expense must include an itemization of the expenses for payment or reimbursement.

- i. Tolls
- ii. Parking
- iii. Fuel for rented motor vehicles

iii. Laundry Charges

Laundry charges are allowed when traveling for five (5) or more consecutive business days.

iv. In-Flight Internet Service

Internet fees while on a flight will only be allowed / reimbursed if it is for an employee to conduct official University business.

Note: Students will not be reimbursed.

d. Non-Allowed Expenses

The following expenses cannot be paid or reimbursed with University funds:

- i. Meals within designated field office
- ii. Fuel, charging, and repair costs for personally owned vehicles
- iii. Excess baggage fees for personal belongings.

Note: This includes checking more than one piece of luggage and overweight or oversized luggage.

iv. **Personal items not required for official university business - including, but not limited to:**

Dental hygiene products

- Haircare products
- Cleaning/Laundry if less than five consecutive business days
- Alcoholic beverages
- Sporting Events
- Kennel or boarding charges for a pet(s)
- Babysitting or daycare charges for a child(ren)
- Tours – Personal Only

Note: If the tour supports a University need, the expense report must specify the specific business need.

F. Foreign Travel

See UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous United States Travel – All Fund Types* for complete information on foreign travel.

1. Approval for Travel to Restricted Regions

University-sponsored travel to restricted regions must comply with and be approved by the [UTA International Oversight Committee \(IOC\)](#) **prior to travel.**

2. On Call International Registration

Registration with **On Call International** is required prior to travel for faculty, staff, students who are traveling internationally as a representative of University, such as participation in research, conferences, meetings, and teaching endeavors. This does include Canada and the United Mexican States.

3. Local Meals – No Receipt Required

Travel to Alaska, Hawaii, or U.S. Territories: Travelers will use The Department of Defense (“DoD”) per diem rate lookup which is found on the [Defense Travel Management Office website](#).

Travel to All Other Foreign Countries: Travelers will use the [U.S. Department of State](#) (“DoS”) per diem query.

- a. Meal expenses are based on actuals up to, but not exceeding, the DoD or DoS daily Local Meal rates.

- b. The total must include tax and tip.
- c. Itemized receipts are not required.
- d. First and last days of travel will be prorated to 75% of the DoD/DoS daily Local Meal rate, regardless of the traveler's time of departure or return time, as calculated by the DoD/DoS per diem tool for the specific duty location.
- e. If a meal is provided, and not paid for by department, sponsor, Travel Card, etc., that meal must be deducted from the full day's per diem rate. This might include a meal provided by a conference, meeting host, etc. The applicable meal must be checked in Concur Travel Allowance, which will automatically prorate the daily Local Meal rate for the day.

4. Meal Expense Payment Options

The sponsoring University department and/or sponsor has options for handling meal expenses for student group and organizational travel.

a. Lump Sum – Daily Local Meal

The sponsor may give each student the DoD/DoS daily local meal per diem. If this is done, all per diems that are distributed to students will require a sign-in sheet notating:

- i. The date the per diem was disbursed
- ii. The individual student names
- iii. Amount given
- iv. The student's signature acknowledging receipt
- v. The sign-in sheet must be attached to Concur Expense

b. Payment with Travel Cash Advance

The sponsor pays meal expenses with a Travel Cash Advance and documents the distribution of the cash advance using the method outlined in the "Lump Sum Meal Per Diems" section above.

c. Payment with UTA Travel Card

The sponsor can pay with the Travel Card.

- i. Itemized receipts are required
- ii. Meal expenses cannot exceed the maximum meal per diem amount for the entire student group for the day

Concur Expense Notes for All Meals:

- Use expense type “Travel Meals – Group”.
- Attach the DoD/DoS rate schedule for the duty location.
- Attach the Attendee List with all students listed.

5. Lodging

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

Applicable taxes and fees are in addition to the DoD/DoS rate. Reimbursement for taxes is limited to the reimbursable lodging costs.

a. Varying Nightly Rates

If the nightly lodging rates vary, the actual total of lodging costs cannot exceed the total of the per diem for the number of designated nights.

Note: In Concur Expense, each night must be notated as the actual nightly rate or the maximum DoD/DoS per diem for the location.

b. Shared Lodging

When at least two (2) sponsors/students share lodging, the reimbursement may not exceed the applicable per person maximum lodging reimbursement rate for the location.

EXAMPLE: Occupant 1 and Occupant 2 are sharing a hotel room. The maximum allowable lodging rate for the area where they will be staying is \$90 per night. The room rate in the selected hotel is \$140 per night. Occupant 1 and Occupant 2 may combine their lodging rates, the lodging cost is reimbursable up to \$180.

c. Lodging Payment Options

The sponsoring University department and/or sponsor has several options for handling commercial lodging establishment charges for student group and organizational travel.

i. Payment with Travel Cash Advance, UTA Travel Card, or Personal Funds

The sponsor can pay the lodging charges with a Travel Cash Advance, Travel Card, or personal funds.

ii. Direct Bill / Prepay

The sponsoring University department will arrange for the lodging expenses to be direct billed for pre-paid by the department. This is inclusive of the room, hotel tax and other applicable fees. Cancellation or penalty fees must be taken into consideration when considering this type of payment.

NOTE: Direct billed or pre-paid expenses will NOT be itemized on the sponsor's Concur Expense report, but documentation must be attached as a reference of charges.

d. Lodging Receipt Requirements

- Name and address of the commercial lodging establishment
- Name of the sponsor/occupant/University department
- Single room rate
- Daily itemization of all lodging charges
- Proof of payment

e. Non-Allowable / Non-Reimbursable Lodging Charges

The sponsor, students and commercial lodging establishment must be informed in advance that UTA will not pay for/reimburse telephone charges, movies, room service, and other miscellaneous services/charges.

Concur Expense Notes for All Lodging:

- Use expense type "Hotel – Group"
- Attach the DoD/DoS rate schedule for the duty location.
- Attach the Attendee List with all students listed.

6. Business Travel Expenses

a. Daily Local Incidental Per Diem – No Receipts Required

If there are no exceptions, and not the first and last day of travel, the department/sponsor can request a lump sum maximum of the daily foreign local incidental per diem for all travelers.

The daily local incidental per diem can be applied to, but not limited to, the following expenses:

- i. Laundry cleaning expenses when traveling five (5) or more consecutive business days.

- ii. Baggage tips – airport/hotel
- iii. Other miscellaneous hotel tips
- iv. Toll charges
- v. ATM fees
- vi. Cash advance fees
- vii. In-Flight Internet Service
Internet fees while on a flight will only be allowed/reimbursed if it is for an employee to conduct official University business.
Note: Students will not be reimbursed

b. Misc. Foreign Business Travel Expenses – Itemized Receipts Required

Miscellaneous business travel expenses are reimbursed for actuals and include, but are not limited to:

i. Rental of Motor Vehicle

The itemized receipt must indicate:

- Rental company name
- Renter's name
- Start and end dates of travel
- Itemization of expenses incurred.

ii. Public Transportation

Travel by bus, subway, taxi, ridesharing (e.g., Uber/Lyft), shuttle, or other modes of mass transit.

The itemized receipt must indicate:

- Date of service
- Fare charged for each trip.

c. Misc. Foreign Business Travel Expenses – No Receipt Required

- Departure tax
- Passport/Visa application fees
- Currency exchange fees
- Required inoculations/health screenings

d. Non-Allowed Expenses

The following expenses cannot be paid or reimbursed with university funds:

- i. Excess baggage fees for personal belongings.
Note: This includes checking more than one (1) piece of luggage and overweight or oversized luggage.
- ii. Personal items not required for official university business - including, but not limited to:
 - Dental hygiene products
 - Haircare products
 - Laundry/cleaning if less than five (5) consecutive business days
 - Alcoholic beverages
 - Sporting events
 - Kennel or boarding charges for a pet
 - Babysitting or daycare charges for a child(ren)
 - Tours – personal only
Note: If the tour supports a University need, the expense report must specify the business need.

G. Cancellation or Change Charges

1. Recall

A sponsor will be reimbursed for, or can charge to the Travel Card, travel expenses incurred when the student group must return from a duty location before University business is completed because of University recall.

2. Illness or Personal Emergency

A sponsor will be reimbursed for, or can charge to the Travel Card, travel expenses incurred if a student must return from a duty location before University business is completed due to an illness or a personal emergency. The expense report must contain applicable/specific information.

3. Natural Disaster

Cancellation charges may be reimbursed/expensed if the student group travel could not be conducted because of a natural disaster.

H. Receipts and Concur Expense Submittals

1. All travelers and expense reports are subject to UTA Travel Guideline [DIS-T-GL11](#) *Travel Reimbursement – Timelines and Receipting – All Fund Types*, which provides guidelines for the reimbursement, submission timelines, and possible taxation to the traveler.

2. Travelers should ensure they obtain receipts of all expenditures. It is very difficult to obtain these after returning from the travel. See [Knowledge Services Training Resources](#) for Adding Receipts to Concur Expense.

I. **Exceptions to this Guideline**

There may be occasions when departments need to request an exception to some portion of this guideline. Exception approval to this guideline must be obtained prior to the start of travel. The request must be submitted using the **Business Affairs Exception Tracker** located in [UTA SharePoint](#) and fully approved before the trip. **Concur Expense must reference the BAET number.** Each request must include detailed justification for the exception and the benefit to the University if the exception is granted. Documentation of the request and its' disposition will be maintained in the [Business Affairs Exception Tracker](#). In each case the account administrator is responsible for ensuring that all travel and charges are appropriate and support the mission of the University.

Note: The circumstances of the request will be taken under consideration. Any exception ultimately granted does NOT alter this guideline, or any of the travel guidelines, and should not be construed as precedent for allowing repeated exceptions to existing guidelines.

V. **UTA Offices Responsible for Travel Guideline**

Responsible Officer: CFO and Vice President for Business and Finance

Sponsoring Department: Office of Disbursements

VI. **Dates Approved or Amended**

June 1, 2022

October 26, 2022

July 12, 2024

November 4, 2024

VII. **Contact Information**

Questions regarding this guideline should be directed to Office of Disbursements at 817-272-2194, or email travelservices@uta.edu

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