

## Travel Reimbursement – Timelines & Receipting – All Fund Types Guideline

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### Contents

- I. [Title](#)
  - II. [Objective](#)
  - III. [Scope](#)
  - IV. [Guidelines](#)
  - V. [Definitions](#)
  - VI. [Relevant Federal and State Statutes](#)
  - VII. [Relevant UT System Policies, UTA Travel Guidelines and Forms](#)
  - VIII. [Who Should Know](#)
  - IX. [UTA Office\(s\) Responsible for Travel Guideline](#)
  - X. [Dates Approved or Amended](#)
  - XI. [Contact Information](#)
- 

### I. Title

Travel Reimbursement – Timelines and Receipting – All Fund Types Guideline

### II. Objective

Guideline DIS-T-GL11 provides information on what documents to complete and what supporting documentation to submit for reimbursement of business travel expenses. The document to complete for travel reimbursements is the Expense Report which is prepared in UT Share. Original receipts for certain expenses will need to accompany the expense report. This Guideline does not apply to UTA employees or students traveling for personal reasons with personal funds.

University travel conducted and expenses incurred must comply with the Travel Regulations Act, comptroller rules, travel provisions of the General Appropriations Act, the Texas Procurement and Support Services contract requirements, and the procedures/travel guidelines of the University. For certain travel expenses, proof of payment must be documented to validate that the expenses were actually incurred and appropriate. Travel expense reports and supporting documentation must meet the criteria set forth by the University Travel Guidelines. It is important to correctly prepare the Expense Reports because they are subject to state audits and examinations. Lastly, proper internal control processes must be in place to ensure that an individual does not inappropriately approve the disbursement of funds.

### III. Scope

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

#### **IV. Guidelines**

##### **A. Responsibilities**

###### **1. The Traveler**

- a. Keeps necessary original receipts when traveling.
- b. Attaches necessary receipts when submitting an expense report.
- c. Does NOT approve disbursements of funds to themselves.
- d. Enters all travel costs and submits UT Share Expense Report no later than 30 calendar days after the last date of travel.

##### **B. Internal Control**

Proper internal controls 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. Expense Reports**

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

###### **2. Supporting Documentation**

Required receipts must be scanned and attached to the Expense Report. For information on what receipts to submit to Disbursements see [Section IV H](#). Receipts of this Guideline or contact Disbursements.

##### **D. Submission Timeline of 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, 'Error Free' Expense Reports must be fully approved, processed through

UTShare workflow, and be available for review by the Office of Disbursements no more than 60 calendar days after the last day of travel.

**1. Between Travel End Date and 30 Calendar Days**

Expense Report must be created and processed through workflow to the Office of Disbursements.

**2. Between 30 and 60 Calendar Days**

All issues with travel Expense Reports must be resolved by the submitting department and the 'error free' Expense Report must be submitted and ready for payment processing by the Office of Disbursements.

**3. Beyond 60 Calendar Days**

All UTShare travel Expense Reports must be 'Error Free' and fully processed by the employing department and routed completely through workflow by the 60th calendar day after the trip end. Travel Expense Reports processed on the 61st calendar day after the trip ends, or later, or that are not 'Error Free' by 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 a business travel card.

**4. More than 120 Calendar Days**

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

**NOTE:** Travelers that have a fully approved Travel Authorization, their travel ended over 30 days, and have not processed or submitted an Expense Report to the Office of Disbursements for review, will receive a communication of non-compliance.

**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 approved:

Officer Requesting Reimbursement	Approver
President	CFO and Vice President for Business & Finance
Vice President of Planning & Chief of Staff Provost & 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 Preside 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 incurred inside the contiguous United States, then the maximum amount of that reimbursement is equal to twice the amount that could be reimbursed to a regular University employee. See [CPA Texttravel Policies](#).
3. One or more University employees may travel with the President to a particular meeting or conference. The reimbursement of expenses incurred within the contiguous United States 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.

For example, it is not necessary for both individuals to fly to the duty point on the same flight. See [CPA Texttravel Policies](#).

**F. Spousal Travel**

**1. Spouse of the President**

Travel expenses for the spouse of the President are governed by UT 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 incidental expenses in accordance with UTA Travel Guideline [DIS-T-GL3](#) *Contiguous United States 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 particular trip, and the spouse's connection with that purpose. For 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 designated headquarters before University business is completed because of an illness, personal emergency or University recall. When claiming reimbursement for cancellation charges, receipts or invoices are required to document each cancellation charge submitted for reimbursement.
2. Cancellation charges for “no shows” due to personal reasons are not reimbursable.
3. Cancellation charges for airfare paid by the traveler will only be reimbursed if approved by the Associate Vice President for Business Affairs and Controller.

**H. Receipts**

**1. Receipt Content**

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

**2. Meals**

The University allows up to the per diem for meal expenses based on [General Services Administration \(GSA\) rates](#). This must include tax and tip. Receipts for meals are not required. Additionally, business/entertainment meals will only be reimbursed for actuals and will require an itemized receipt, no matter the dollar amount.

### **3. Lodging**

The University uses the [federal per diem rates](#) provided by the GSA for both in-state and out-of-state travel within the contiguous United States. All lodging is reimbursed for actuals but cannot exceed the GSA federal per diem rate given for the location. Itemized hotel receipts should be detailed showing the number of days with dates, room charge per day, and taxes charged per day.

Texas state sales tax for items such as hotel parking and Texas Hotel Occupancy Tax will not be reimbursed. Traveler must present to the commercial lodging establishment a *Texas Hotel Occupancy Tax Exemption Certificate* (UTA Form [BF-T-F-02](#)) and the *Texas Sales and Use Tax Exemption Certificate* (UTA Form [BF-AS-F-01](#))

### **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. Alcohol cannot be purchased with funds generated from student tuition, fees, or state appropriations.

### **5. Sales Tax and Tips on Meals**

Sales tax and tips on meals will be reimbursed subject to limits specified in UTA Travel Guideline [DIS-T-GL3](#) *Contiguous United States Travel – Local Funds Only*.

### **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. Phone Calls, Fax Expenses, Office Supplies, or Other**

If reimbursing phone calls, fax expense, office supplies or other expenses while in travel status, indicate on the expense report which ones are for business and which are personal. If not indicated that the individual items are for official University business, items are not reimbursable. Credit card receipts must have accompanying original itemized receipts attached. To be eligible for exemption from paying Texas State Sales Tax on purchases of items for official university

business, present a *Texas Sales and Use Tax Exemption Certification* (UTA Form [BF-AS-F-01](#)) Texas State Sales Tax will not be reimbursed.

**8. Conference Attendance**

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(s) or invoice(s) to validate the reimbursement, the employee must complete UTA Form [BF-PGS-16](#), *Lost or Unavailable Receipt Form*. This form will document the details of what was purchased or returned, and why the original documentation is not available.
- b. The person seeking reimbursement must certify by signing the form before the Budget Administrator/Principal Investigator approves.
- c. 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. Definitions**

**Expense Report:** This is used in UT Share to reimburse business travel expenses. The expense report is used to provide a detailed record of the travel expenses as well as identify the nature of the business conducted.

**Personal Expenses:** Expenses that benefit the employee or spender only and do not benefit the university either directly or indirectly. Also, includes inappropriate or excessive expenses that appear to be university related.

**The Travel Authorization:** This is used in UT Share to authorize travel for employees, prospective employees, students, and non-employees who are traveling for UTA business.

**UT Share:** The computerized financial system used at UTA.

**VI. Relevant Federal and State Statutes**

[CPA Texttravel Policies](#)

[General Services Administration \(GSA\) Rates](#)

Internal Revenue Service [Publication 463](#): Travel, Gift, and Car Expenses

**VII. Relevant UT System Policies, UTA Travel Guidelines and Forms**

UTA Form [BF-AS-F-01](#) *Texas Sales and Use Tax Exemption Certificate*

UTA Form [BF-T-F-02](#) *Texas Hotel Occupancy Tax Exemption Certificate*

UTA Form [BF-PGS-F16](#) *Lost or Unavailable Receipt Form*

[Knowledge Services Training Resources](#)

**VIII. Who Should Know**

Employees and Students

**IX. UTA Office(s) Responsible for Travel Guideline**

**Responsible Officer:** Chief Financial Officer and VP for Business & Finance

**Sponsoring Department:** Office of Disbursements

**X. Dates Approved or Amended**

August 1, 2019

June 14, 2021

April 19, 2022

April 29, 2024

**XI. Contact Information**

Questions regarding this Guideline should be directed to the Office of Disbursements at 817-272-2194, or email [travelservices@uta.edu](mailto:travelservices@uta.edu)

Send notifications of errors or changes to: [travelservices@uta.edu](mailto:travelservices@uta.edu)