

Transportation Options in Travel Status – All Fund Types Guideline

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I. Title

Transportation Options in Travel Status – All Fund Types Guideline

II. Objective

Travel Guideline DIS-T-GL7 details what rules and processes to follow when booking transportation or seeking reimbursement for transportation when traveling on university business. The modes of transportation discussed in this guideline include air travel, personally owned motor vehicles, university-owned vehicles, and rental cars.

A University of Texas at Arlington (“UTA” or “University”) employee or student traveling by rented or public conveyance is entitled to a transportation reimbursement equal to the actual cost of necessary transportation for performing official university business. Receipts are required.

University travel conducted 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 procedures and travel guidelines of the University of Texas at Arlington.

This guideline does not apply to any transportation when University employees or students are traveling for personal reasons with personal funds.

III. **Scope – Who Should Know**

All UTA employees or students using transportation when traveling for UTA business.

IV. **Guideline**

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. **Airfare/Air Travel**

1. **Requirements to use travel agency or Concur for airfare**

Departments are required to use the University of Texas System (“UT System”) contracted travel agencies, Corporate Travel Management North American, d/b/a Collegiate Travel Planners (CTP) or Anthony Travel, LLC (ATI), or Concur to book airfare (see UTA Travel Guideline [DIS-T-GL6](#) *Travel Agencies and Concur – All Fund Types*).

Note: An exception to this is when the travel agency is unable to provide an airline fare within \$100 of a lower fare available from another travel provider/air carrier(s). See [Subsection 3](#) **Alternative Cheaper Airfare** for complete information.

Airfare booked with one of the UT System travel agencies or Concur will be charged to the University’s Corporate Business Account. The transaction will be associated with the traveler’s Concur profile and must be expensed with the other expenses once the trip is over. Airfare documentation must be attached to the expense report in some form. This could be an invoice, an e-receipt, an airline itinerary etc.

All airfare travel must be planned and conducted to achieve maximum economy and efficiency considering all relevant circumstances while complying with this guideline.

It is optimal to purchase airfare 21 days or more before the date of departure. If specific circumstances prevent the ability to purchase that far in advance, efforts should be made to book airline tickets as early as possible. Use of UT System contracted travel agencies or Concur will assist travelers and confirm the best possible airfare based on contracted pricing and individual travel needs.

2. Airfare for Remote Employees

- a. Remote employees who have a qualified tax home should use the nearest airport for all flights.
- b. A comment is required on the Concur Expense documenting why the flight originated outside of the DFW area.
- c. Flights to the main UTA campus are considered a 'commute' by the Internal Revenue Service ("IRS") and taxable to the remote employee.
- d. Flights to destinations other than the DFW area qualify as a business expense and will be reimbursed as non-taxable.

3. Alternative Cheaper Airfare

Travelers that find the exact airfare at a savings of \$100 or more than through the UT System contracted travel agencies or Concur, and the travel agencies cannot offer a competitive airfare, must submit an exception request in accordance with [Section F](#) of this guideline. The request must include the following documentation:

- a. Quote from Concur or contracted travel agency indicating specific dates, flight numbers, and times;
- b. Quote from another travel provider/air carrier(s) reflecting the exact same travel dates, flight number(s) and travel times as provided in (a.) above; and
- c. Email from one of the contracted travel agencies that they cannot price match the quote from the other travel provider/air carrier(s).

A traveler who receives approval to use alternative airfare and is traveling internationally, must register with On Call International as outlined in UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous U.S. Travel – All Fund Types*.

Note: Alternative airfare is not available to federally funded travel using a foreign carrier per the Fly America Act (see [Subsection 6](#) below).

Concur Expense Requirement:

- Approved Business Affairs Exception

4. Seat Upgrades

a. Upgrades Paid from University Funds

- i. Requests for travel accommodations for an upgrade in seating from Coach/Economy, due to a disability, must follow UTA Procedure [HR-E-PR-19 Request for Accommodations Under the ADA & ADAAA](#).

A traveler must receive an approved accommodation from the UTA ADA Coordinator prior to traveling. Accommodations may not be made retroactively.

- ii. Travelers must provide the University's dedicated travel agencies the approved accommodation documentation from the UTA ADA Coordinator reflecting an allowed upgrade in air travel seating.
- iii. Approved accommodation documentation must be attached to Concur Expense.
- iv. A Business Affairs Exception Request is not required.

Concur Expense Requirement:

- Approved accommodation from UTA ADA Coordinator.

b. Upgrades Paid with Traveler's Personal Funds – Not Reimbursable

Upgrades in seating from Coach/Economy paid by the traveler using personal funds are at the discretion of the traveler, and do not require an exception. These types of upgrades are not reimbursable, and will be handled by one of the following processes:

i. Full-Service Agent:

Traveler must inform the travel agent of their preferred seating request, and if available, traveler will be required to give the agent their personal credit card information to complete the booking.

ii. Concur:

Travelers cannot upgrade and pay for preferred seating within Concur. Instead, the traveler must use the “Comments to Agent” box that they would like a specific seat or preferred seat, and then finish the transaction. Travel agency will call / email the traveler after the booking is complete and obtain the traveler’s personal credit card information for the upgrade.

5. Flights From / To Alternate Airports

Air travel that departs from or returns to an airport that is not near the traveler’s official UTA field office, will require the following for consideration:

- a. Submission of Business Affairs Exception Tracker Request (see [Section F](#) of this guideline)
- b. Documentation from Concur or one of the contracted travel agencies reflecting transportation cost comparisons for:
 - i. Departure/return from the nearest airport to the traveler’s official UTA field office (based on traveler’s need, e.g., one-way or round trip), and
 - ii. Departure/return from the alternate airport (based on traveler’s need, e.g., one-way or round trip)

Note: If the cost of airfare from the alternate airport exceeds the airport nearest the traveler’s official UTA field office, the traveler must reimburse UTA the difference and attach proof of repayment made at UTA Student accounts to Concur Expense.

6. Fly America Act – Use of Federal Funds for Airfare

If the travel is federally funded, the traveler must adhere to the [Fly America Act](#) and is responsible for their own compliance with the Act. Thus, each traveler must identify the source of funding for their travel before making air travel arrangements.

Requirements

- a. A traveler using federal funding must use a U.S. flag carrier or a U.S. flag carrier under a code-share agreement.
- b. Compliance with the Fly America Act is achieved when the U.S. flag carrier’s designator code is present in the area next to the flight number on the airline ticket, boarding pass, or on the documentation for an electronic ticket.

- c. Code Sharing occurs when two or more airlines “code” the same flight as if it was their own. A U.S. airline may sell a seat on a foreign air carrier’s flight. This seat is considered the same as one operated by a U.S. flag carrier if the U.S. flag carrier's designated code appears in the appropriate place.

Exception

The U.S. Government has entered into several air transport agreements that allow federally funded travel the use of foreign carriers under certain circumstances. These agreements are called “Open Skies Agreements.” A list of agreements can be found on [The U.S. Department of State website](#).

C. Personally Owned Motor Vehicle

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

1. Travelers will be reimbursed for mileage in accordance with [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#) which is usually updated January 1 of each year. Archived mileage rates may be viewed by [POV Mileage Rate Archived](#). Mileage is based on the shortest, reasonable highway distance.
2. The number of miles traveled for University business will automatically be calculated in Concur Expense using Google Maps for the route of travel.
3. **Point-to-Point Mileage**
 - a. **300 Miles or Less:**

Travel that is 300 miles or less one way from designated field office does not require a cost comparison analysis.
 - b. **More than 300 Miles:**

If the one-way destination of travel is more than 300 miles from designated field office, the traveler must attach documentation to Concur Expense showing that cost comparisons were done prior to start of travel for the following modes of transportation:
 - i. [Rental Vehicle vs. Personal Vehicle Calculator](#)

Note: *Daily Rental Vehicle Rate* must be from one the UT System contracted Auto Rental Agencies (ref. [Section E](#) below)
- c. If the traveler did not use the most cost-effective course of transportation, Disbursements may limit reimbursement to the

amount the travel would have cost had the traveler used the most cost-effective method.

Note: Mileage within designated field office does not need a cost comparison.

4. Mileage to Official Business Location

Due to IRS requirements and to avoid potential taxation, mileage to an official business location must begin and end at the employee's official UTA field office.

Note: An exception is if the employee's residence is less than or equal to travel from official UTA field office. The expense report must state that the mileage cost is less than or equal to designated field office.

5. Mileage To and From the Nearest Airport

During non-work hours/days, employees may be reimbursed for mileage from their residence to the airport nearest to their official UTA field office.

If another individual drives the traveler to the airport, the traveler may only claim mileage for the segment they were in the car, to and from the airport, which would equal to round trip mileage.

Note: Except for the cost of airport parking or parking fees required for transaction of state business away from the place of employment, no additional expense incidental to the operation of such motor vehicle will be allowed.

6. Non-Allowed Mileage

- a. Mileage between an employee's residence and official UTA field office.
- b. Mileage incurred due to a traveler receiving inadequate directions or getting lost.
- c. If a traveler is unable to conduct official university business due to the traveler's personal vehicle breaking down before reaching the business destination.

Note: Another employee may be sent to pick up the traveler where the vehicle is broken down. Mileage will be reimbursed to the second employee if both employees return to their official UTA field office regardless of whether the first employee conducted any official university business before the vehicle break down.

7. Travelers must ensure that each travel arrangement is the most cost effective considering all relevant circumstances.

Concur Expense Requirements:

- Cost Comparison, if more than 300 miles one-way
- Statement, if mileage from employee's residence is \leq travel from designate field office.

D. University-Owned Vehicles – Receipts Required

Gasoline receipts paid for personally by an employee will be reimbursed when using university-owned vehicles. **Receipts are required.** For rules and procedural guidelines for the operation of a university-owned vehicle see UTA Policy [CO-CV-PO-02 Use of University-Owned Vehicles](#).

Concur Expense Requirement:

- Receipt(s) for purchase of gasoline

E. Auto Rentals – Required Use

1. UT System has contracts with these specific auto rental companies, and all travelers are required to use these suppliers for auto rental needs:

- Avis
- Budget
- Enterprise
- National
- Hertz

2. **United States Rentals**

University travelers should reserve a car through Concur or one of the contracted travel agencies for rentals in the United States ("U.S."). This will ensure all travelers receive the correct contract rates and insurance coverage (domestic rentals only) at no additional charge. Additionally, all car rentals booked through Concur or the contracted travel agencies will be charged to UTA's Corporate Business Account, minimizing the traveler's out-of-pocket expense.

3. **International Rentals**

University travelers are required to check the availability of a rental through Concur or the contracted travel agencies for use in foreign countries. This will ensure the traveler receives the correct contract

rates. For information on insurance for international rentals, see [Subsection 6](#) below.

Note: Travelers will be responsible for the payment of their international rental, as the University’s Corporate Business Account cannot be utilized.

4. If reserving a car directly with a rental car company, provide the rate identifier noted below for the appropriate vendor. This will ensure the traveler receives the contract rate and the insurance coverage for domestic rentals at no additional charge.

Rental Company	Rate Identifier
Avis	S828002
Budget	R524102
Enterprise	UTS226
National	UTS226
Hertz	CDP 2104580

Note: Click on the companies listed above for additional information specific to these auto rental companies, i.e., minimum age requirements, requirements for 12/15 passenger vans, refueling charges, etc.

5. Insurance for Rentals Within the United States

Contracted car rentals cover only items deemed reimbursable by the State of Texas. Contracted rental rates include the Collision Damage Waiver (CDW) within the United States. When renting an automobile, the employee should refuse the CDW Insurance, since it is included in the contracted rental rate. If CDW is not refused, and billed as an additional charge, the University will not reimburse the duplicate expense. When other rental agencies are used (non-contracted agencies), the traveler risks paying higher rates that may not be reimbursed by the University.

6. Insurance for International Vehicle Rentals

Contracted rental rates do not include the Collision Damage Waiver (CDW) insurance for international travel. The traveler will need to add this at time of booking. The University will pay or reimburse for this charge when a rental car is expensed for travel internationally.

7. The State has ruled that the cost of personal accident insurance and safe trip insurance of personal effects coverage incurred in conjunction with car rentals are not reimbursable expenses.
8. A charge for an additional driver may only be reimbursed/paid if incurred for a business reason.
9. **12 and 15 Passenger Vans**
 - Renter must comply with the vehicle rental company's requirements.
 - Renter must comply with UTA Procedure [CO-CV-PR-02 Driving Records and Training](#).
10. If a traveler books a car rental outside of Concur or the contracted travel agencies, the Texas sales tax on rental cars is reimbursable as well as sales tax on rental cars imposed by other states. The traveler is encouraged to present [The Motor Vehicle Rental Tax Exemption Certificate](#) (page 2 only) for rentals occurring in the state of Texas. The traveler will complete the following fields:
 - Exemption – Check “Public Agencies”
 - Name of Organization – “University of Texas at Arlington”
 - Signature – Traveler’s Signature
 - Address of Traveler – University Department Address (Street and number, City, State and Zip Code).
11. UTA will not reimburse other insurance coverage or items, such as liability Insurance supplement (SLI), personal liability insurance (PLI), road hazard, GPS navigation systems, child booster seats, etc.
12. American with Disabilities Act – all vehicles will provide reasonable accommodation in compliance with the Act, subject to availability.
13. Service animals (i.e., law enforcement, seeing eye, etc.) will be allowed in all rental vehicles, as required by the traveler/occupants.
14. A detailed receipt/contract showing all options being claimed for reimbursement and the amount paid must be provided.
15. Traveler has the option of purchasing a refueling plan offered by the rental car company.
16. If a vehicle is rented one (1) day prior to the actual start date of a Travel Request or returned one (1) day after the actual end date of a Travel Request, an Exception to this guideline is NOT required.

Rentals that occur more than two (2) days prior / after Travel Request dates must have a memo attached to Concur Expense explaining in

detail the benefit of this cost to the university. The memo must be signed by an executive leader of the paying unit.

17. Car Rentals Used for Personal & University Business

Travelers who use a rented motor vehicle for both personal business and official university business will only be reimbursed for the portion of the rental charge that is attributable to official university business.

NOTE: The traveler must refuel the rental car at the conclusion of official university business and personal usage to ensure that fuel cost requested for reimbursement is only the fuel used for business purposes. The refueling receipt for personal use will also need to be provided as documentation and noted accordingly. If this is not done, the traveler might not be reimbursed all fuel expenses related to car rental.

18. Non-Contract Rental Car Vendors:

If you rent a vehicle from a non-contract rental car vendor with a pre-approved exception, insurance may or may not be included in the base rental rate. Inquire at the time of rental if the contract insurance coverage is included. If it is not, you must purchase a collision damage waiver or a loss damage waiver. A charge for a liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance is not reimbursable.

Concur Expense Requirements:

- Detailed receipt/contract
- Receipt for re-fueling rented vehicle if used for personal and University business.
- Memo signed by the executive leader of the paying unit if the rental occurred more than 2 days before/after Travel Request dates. Memo must also explain in detail the benefit of the cost to the university.

F. Exceptions to This Guideline

There may be occasions when travelers need to request an exception (this applies only to chartfields following local rules). Exceptions to this guideline must be obtained **PRIOR** to the start of travel and booking transportation services, documented in writing and final approved by the Associate Vice President for Business Affairs and Controller, or designee. The request must be submitted using the **Business Affairs Exception Tracker (“BAET”)** located in [UTA SharePoint](#). Each request should include detailed justification for the exception and the benefit to the University if the exception is granted. **Concur Expense must reference the approved**

BAET number. Documentation of the request and its' disposition will be maintained in the [Business Affairs Exception Tracker](#). In every case the account administrator is responsible for ensuring that all travel and charges are appropriate, comply with the source of funds, 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 the existing travel guideline and should not be construed as precedent for allowing repeated exceptions to the existing policy.

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

September 18, 2020

June 24, 2021

August 30, 2021

April 19, 2022

July 12, 2024

November 4, 2024

December 16, 2024

VII. Contact Information

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

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