

Student Group & Organization Travel – Local Funds Only Guideline

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I. Title

Student Group and Organization Travel – Local Funds Only Guideline

II. Objective

This Guideline provides information for University sponsored student group travel, both domestic and international.

III. Scope

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

IV. Guidelines

A. Travel Authorization for All Overnight Travel

1. Faculty/Staff Sponsor and Students

- a. A Travel Authorization must be created under the name of the sponsoring University faculty/staff member for all overnight travel.
- b. The total of the Travel Authorization must include the total anticipated expenses for the sponsor and all students.

The names of all participating students must be included in the COMMENTS section of the Travel Authorization.

Students listed in the Travel Authorization are not required to have a separate Travel Authorization.

NOTE: If the list of students is unknown at the time of the Travel Authorization creation, the list must be added to the COMMENTS section of the Expense Report.

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

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

2. Activity or Event More than 25 Miles from the University

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

B. 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 Authorization minus any direct payments made by the University, e.g., airfare direct billed to UTA.

REMINDER: All unused funds from the Travel Cash Advance must be repaid and deposited with the Student Accounts Office by the department sponsor no later than 30 calendar days after the last day of travel.

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

C. Airfare/Transportation

1. Airfare

All airfare must be purchased using Concur or one of the University's dedicated travel agencies and direct billed to UTA. See UTA Travel Guidelines [DIS-T-GL6](#) *Travel Agencies & Concur – All Fund Types* and [DIS-T-GL7](#) *Transportation Options in Travel Status – All Fund Types* for complete information.

2. Auto Rentals – U.S. Travel Only

The department may reserve a car for the sponsor and students through Concur or one of the University's dedicated travel agencies with the auto rental companies under contract with The University of Texas System. These reservations will be direct billed to UTA. Please see UTA Travel Guideline [DIS-T-GL7 Transportation Options in Travel Status – All Fund Types](#) for complete information on rental cars.

3. Personally Owned Motor Vehicles

- 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](#).
- b. Mileage is based on the shortest, reasonable distance. Mileage between addresses (point-to-point calculation) may be derived from the odometer reading, or by using an online mapping tool accepted for point-to-point mileage calculations. Documentation is required.
- c. **Mileage for Non-Overnight Travel**
Requires an Expense Report.
- d. **Mileage With Overnight Travel**
Requires a completed Travel Authorization and Expense Report.

4. Bus Charters

All bus charters originating from campus must be arranged through the [University's Contracted Bus Charter Companies](#). All other bus charters may be arranged through the University's travel agencies or by the department.

D. Lodging – Contiguous United States

1. 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.

- a. Applicable taxes and fees are in addition to the GSA rate. Reimbursement for taxes is limited to the reimbursable lodging costs.
- b. 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.

2. When at least two 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.

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

- a. **Payment with Travel Cash Advance**

The sponsor will pay the lodging charges with a Travel Cash Advance and notate this expense on their UT Share Expense Report.

- b. **Direct Bill / Prepay**

The sponsoring University department will 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.

- c. **University Issued Travel Card**

The traveler will pay with their University issued travel card.

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

4. **Non-Allowable / Non-Reimbursable Charges**

The sponsor, students and commercial lodging establishment must be informed in advance that UTA will note pay for/reimburse telephone charges, movies, room service, and other miscellaneous services/charges.

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

E. Meal Per Diems – Contiguous United States

1. General Services Administration Federal Per Diem Rates

- a. The University allows per diem for meal expenses incurred with an overnight stay based on 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 on October 1 each year.
- b. Meal per diems must include tax and tip. Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the location. Itemized receipts are not required.

NOTE: The sponsor’s Expense Report must have attached a screenshot of the GSA Per Diem Rates page that applies to the travel location.

2. First and Last Days of Travel

Specific per diems can be provided on the day of departure based upon the departure time from campus:

Departure Time	Breakfast	Lunch	Dinner	Meal Per Diem Proration
Before 9:00 A.M.	Yes	Yes	Yes	100%
Between 9:00 A.M. and 1:00 P.M.	No	Yes	Yes	75%

Between 1:00 P.M. and 6:00 P.M.	No	No	Yes	35%
After 6:00 P.M.	No	No	No	0%

The following per diems can be provided on the day of return based on the return time to campus:

Return Time	Breakfast	Lunch	Dinner	Meal Per Diem Proration
Before 9:00 A.M.	No	No	No	0%
Between 9:00 A.M. and 1:00 P.M.	Yes	No	No	35%
Between 1:00 P.M. and 6:00 P.M.	Yes	Yes	No	75%
After 6:00 P.M.	Yes	Yes	Yes	100%

3. Meal Expense Options

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

a. Lump Sum Meal Per Diems

The sponsor can give each student the daily 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; and
- iv. The student’s signature acknowledging receipt.

The sign-in sheet must be attached to the UT Share Expense Report.

b. Payment with Travel Cash Advance

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

c. University Issued Travel Card

The traveler will pay with their University issued travel card.

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

F. International Travel

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

1. Approval for Travel to Areas of High Risk

University-sponsored travel to areas of high risk must be approved by the [UTA International Oversight Committee](#) (IOC) prior to travel.

Please see UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous United States Travel – All Fund Types*, Section IV. D. for complete information.

2. On Call International Registration

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

Please see UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous United States Travel – All Fund Types*, Section IV. E. for complete information.

3. Meal Per Diems

- a. The University allows per diem for meal expenses outside of the contiguous United States based on information from the Department of Defense [rate queries](#). The total must include

tax and tip. Departments may invoke policies such as claiming actuals, but the totals cannot exceed the DOD rate for the location. Itemized receipts are not required.

NOTE: The sponsor's Expense Report must have attached a screenshot of the DOD Per Diem Rates page that applies to the travel location.

4. Meal Expense Options

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

a. Lump Sum Meal Per Diems

The sponsor may give each student the daily 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; and
- iv. The student's signature acknowledging receipt.
- v. The sign-in sheet must be attached to the UT Share Expense Report.

b. Payment with Travel Cash Advance

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

c. University Issued Travel Card

The traveler will pay with their University issued travel card.

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

For complete information regarding meals outside of the contiguous U.S. please see UTA Travel Guideline [DIS-T-GL4](#) *Outside Contiguous United States Travel – All Fund Types*, Section IV. F.

5. Lodging

- a. All foreign lodging may be reimbursed for actuals up to, but not exceeding, the Department of Defense (DOD) [per diem rates](#) published for the destination country/state and locality indicated.
 - i. Applicable taxes and fees are in addition to the DOD rate. Reimbursement for taxes is limited to the reimbursable lodging costs.
 - ii. If the nightly lodging rates vary, the actual total lodging costs cannot exceed the total of the per diem for the number of designated nights.
- b. When at least two sponsors/students share lodging, the reimbursement may not exceed the applicable per person maximum lodging reimbursement rate for the location.

EXAMPLE: Student 1 and Student 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. Student 1 and Student 2 may combine their lodging rates, the lodging cost is reimbursable up to \$180.

- c. 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**

The sponsor will pay the lodging charges with a Travel Cash Advance and notate this expense on their UT Share Expense Report.

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 UT Share Expense Report, but documentation must be attached as a reference of charges.

iii. University Issued Travel Card

The traveler will pay with their University issued travel card.

6. Non-Allowable / Non-Reimbursable 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.

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

7. Receipts and Expense Report Submittals

- a. All travelers will be subject to UTA Travel Guideline [DIS-T-GL11](#) *Travel Reimbursement – Timelines and Receipting – All Fund Types*, Section III Submission Timeline of Expense Reports

Receipts from international travel must be converted to US dollars. Use [OANDA](#) for an easy-to-use converter. The date of the conversion should be the date money was exchanged or the date of the charge (example: the settlement date of a hotel bill). Screen print the information obtained from the website and attach to the Expense Report of the sponsor. Also, a copy of the credit card statement showing the billing in US dollars can be used.

- b. Travelers should ensure they obtain receipts of all expenditures. It is very difficult to obtain these after returning from the travel.
- c. The traveler should also interpret each receipt by making a note of the total paid in US dollars and the reason for the expense.

G. Expense Processing

Expense reports will be subject to UTA Travel Guideline [DIS-T-GL11 Travel Reimbursement – Timelines and Receipting – All Fund Types](#), which provides information on supporting documentation for reimbursement, submission timelines and possible taxation to the traveler.

H. Exceptions to this Travel Guideline

There may be occasions when departments need to request an exception to some portion of this Travel 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. The Expense Report 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.

I. Responsibilities

1. Individual(s) and/or University Department Responsible for Travel Planning

- a. Prepares a Travel Authorization (if required) prior to the travel date.
- b. Processes an Expense Report after travel has occurred.
- c. Informs students in advance that telephone charges, movies, room service and other miscellaneous charges are not reimbursable by the University.
- d. The department may adopt expense reimbursement and payment rates lower than the maximum rate. The department is solely responsible for enforcing the rate.

2. Department Head or Designee

- a. Approves all electronic payments that post to the Chartfield they administer in a timely manner, and in accordance with University Procedures and Travel Guidelines.

3. Students Traveling Internationally on University Business

- a. Obtain approval from the UTA International Oversight Committee before traveling to areas of high risk.

- b. Obtain On Call International registration prior to traveling internationally.

4. Office of Disbursements

- a. Reviews all submitted Expense Reports and receipts to ensure the travel expenses are in accordance with University Travel Guidelines.

5. University Faculty/Staff Member Responsible for Student Group Travel

- a. Adheres to the University's travel rules set forth in this Travel Guideline
- b. Plans all travel to achieve maximum savings and efficiency. Ensures that each travel arrangement is the lowest possible considering all relevant circumstances.
- c. Includes all receipts from the trip.
- d. Understands that any exception granted does not alter or change the University's Travel Guidelines.

V. Definitions

Actual Expenses: Expenses that are reasonable and appropriate to the circumstance. Personal expenses are not included.

Chartfields: Data fields used to segregate accounting information, i.e. cost center, department, fund, account, business unit, project, activity, and function

Commercial Lodging Establishment: A motel, hotel, inn, apartment, house, or similar establishment that provides lodging to the public for pay.

Expense Report: A report in UT Share used 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.

Local Funds: All Chartfields that are not State Appropriated Funds. Please check with the head of your department or the account administrator for specific travel or entertainment restrictions which may be placed on individual Chartfields within the Local Funds accounts.

Personal Expenses: Expenses that benefit the non-employee only and do not benefit the University either directly or indirectly. Also includes inappropriate or excessive expenses that appear to be University related.

State Appropriated Funds: Chartfields that are funded by State general revenue. Most state appropriated Chartfields have Fund "21xx". State appropriated funded Chartfields also appear in other numbered Chartfield series.

Travel Authorization: The approval process in UT Share to authorize travel for non-employees who are traveling for UTA business.

Travel Cash Advance: UTA travel funds provided to the employee upon approved request prior to travel.

VI. Relevant Federal and State Statutes

Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 5 Funds Management (Fiscal Affairs), Subchapter C Claims Processing – Travel Vouchers, [Rule 5.22 State of Texas Travel Guidance](#)

[Texas General Appropriations Act, Article IX., Part 5](#)

Texas Government Code, Title 6 Public Officers and Employees, Subtitle B State Officers and Employees, [Chapter 660 Travel Expenses](#).

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

UT System Rules and Regulations of the Board of Regents Rule [20801 Travel](#)

UT System Policy [UTS 190 International Travel](#)

UTA Travel Guideline [DIS-T-GL2 Pre-Travel Requirements – All Fund Types](#)

UTA Travel Guideline [DIS-T-GL3 Contiguous United States Travel – Local Funds Only](#)

UTA Travel Guideline [DIS-T-GL4 Outside Contiguous United States Travel – All Fund Types](#)

UTA Travel Guideline [DIS-T-GL6 Travel Agencies & Concur – All Fund Types](#)

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

UTA Travel Guideline [DIS-T-GL11 Travel Reimbursement – Timelines and Receipting – All Fund Types](#)

UTA Policy [SL-G-PO-03 Student Travel Policy](#)

[On Call International](#)

VIII. Who Should Know

All UTA student groups and sponsors.

IX. UTA Office(s) Responsible for Travel Guideline

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

Sponsoring Department: Office of Disbursements

X. Dates Approved or Amended

June 1, 2022

October 26, 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

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