Prior approval for all business travel is required for absences of employees from the campus for periods of half a day or more during the normal working period, whether or not there is a cost to The University. This includes conferences, driving to a local field site or another entity within the Austin area. Please contact your Travel Coordinator with any questions.

**BASIC STEPS FOR UNIVERSITY TRAVEL:**

1. **Submit a Request for Travel Authorization (RTA) in person or online (preferred).**
   - **THREE WEEKS PRIOR to travel**: [https://utdirect.utexas.edu/apps/services/requests/](https://utdirect.utexas.edu/apps/services/requests/)
   - Travel request submitted online will route to your travel coordinator listed by your group.

2. **Receive an RTA approval email** with RTA Document ID (ex: 60VE5123456)

3. **Reserve flight, hotel, and rental car** on UT Travel with RTA Doc ID (travel.utexas.edu/travelplanning). Travel! Save your Receipts!

**AFTER YOU TRAVEL:**

1. **TRAVEL REIMBURSEMENT**: Submit Online (preferred) - [https://utdirect.utexas.edu/apps/services/requests/](https://utdirect.utexas.edu/apps/services/requests/) or in person to your Travel Coordinator with the “Travel Reimbursement Request” “create” link. Submit clear scanned copies of your receipts with the online form or the originals with the paper form. **High Resolution scanners are available in ECJ 8.6 and CWR 49.** Travel reimbursements must be processed within 60 days of travel.

**STUDENTS & STAFF (Post Docs, Researchers):**

You MUST receive permission from your supervisor to submit an RTA. After discussion and approval from your supervisor, complete the RTA form in person or online. An RTA is required for conferences, field site research, etc. An RTA is required regardless of the travel destination.

**TRAVEL COORDINATOR ASSIGNMENTS**: (Assign to Group)

<table>
<thead>
<tr>
<th>Gabriella Zegarra-Coronado (CRWR Group 2 00151)</th>
<th>Gabriella Zegarra-Coronado (CRWR Group 3 00152)</th>
<th>Melissa Pollard (CRWR Group 1 00150)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:a.zegarra@austin.utexas.edu">a.zegarra@austin.utexas.edu</a> 512-232-9336, ECJ 8.6</td>
<td><a href="mailto:a.zegarra@austin.utexas.edu">a.zegarra@austin.utexas.edu</a> 512-232-9336, ECJ 8.6</td>
<td><a href="mailto:aquarius@utexas.edu">aquarius@utexas.edu</a> 512-475-8770, CWR 52</td>
</tr>
</tbody>
</table>

- **David Maidment** & his students;  
- **Tim Whiteaker**  
- **David Arctur**  
- **Harry Evans**  

- **Lynn Katz’**; and Students  
- **Kerry Kinney** & her students; **JP Maestre**  
- **Desmond Lawler** & his students  
- **Mary Jo Kirisits** & her students;  
- **Charlie Werth** & his students  
- **Nabid Saleh** & his students  
- **Riki Lugo**  

- **Michael Barrett**  
- **Randall Charbeneau**  
- **Ben Hodges** & his students  
- **Charles Rowney, Kevin Schmidt, Ehsan Madadi-Kandjani, Ahmed Abokifa**  
- **Daene McKinney**  
- **George Ward**  
- **Paola Passalaqua** & her students;  
- **Mariela Perignon**  
- **Lina Sela, and her students**  
- **Blair Johnson, and her students**
TRAVEL INFORMATION:

• **FOREIGN TRAVEL:** Some foreign destinations are considered restricted regions and travel must be approved by the International Oversight Committee (http://world.utexas.edu/risk/ioc). For information on this policy and its procedures, go to the International Office’s UT Travel Policy to Restricted Regions Web page (http://world.utexas.edu/risk/travelpolicy).

• **GROUND TRANSPORTATION:** Keep all taxi, bus, and other ground transportation receipts for reimbursement.

• **AIR TRAVEL:** As of October 7, 2014, travelers may book through UT Travel Concur or through a separate online travel reservation system. Concur will Centrally Bill directly to the account listed on your RTA. Online travel reservation tools will be reimbursed to the traveler. The administrative preference is that all students use Concur so that their tickets are centrally billed. It is the Traveler’s responsibility to ensure a reservation booked outside UT Travel is the best rate. Note that ticketing of centrally billed airfare via Concur is available M-F, 8 a.m. - 4 p.m. Southwest Airlines web fares are available through Concur along with any credits that are being held for future use.

NOTE: If you decide to use an online reservation tool other than Concur, the purchase invoice submitted to the Office of Accounting for reimbursement should now include the traveler’s statement: “Online selection is best value as consistent with institutional priorities.” This is another reason to use Concur and centrally billed tickets.

Concur: (https://www.concursolutions.com/default2.asp)
1. Register - https://www.utexas.edu/travel/concur/

2. List your Travel Coordinator as your Assistant (Instructions: https://www.utexas.edu/travel/concur/)

3. Search for Flights, Hotels, Car Rentals – You can Centrally Bill or use a Personal Credit Card for payment in Concur. Personal Credit card payments will be reimbursed with submission of receipts.

• Need assistance? Ask your Travel Coordinator to help book your reservation!
• **CAR RENTAL:** To centrally bill an Avis, Enterprise or National car rental, please submit a Rental Car Central Billing Request to Travel Management Services after completing your reservation: [https://travel.utexas.edu/travelplanning/rentalcars](https://travel.utexas.edu/travelplanning/rentalcars). Please use Avis or Enterprise when traveling on UT business. To reserve a rental car on a personal credit card for reimbursement, please use the vendors in the table below using the UT Discount Number.

• **State of Texas Comptroller’s Contracted Rates:**

• **UT Car Rental Information.**
  [https://travel.utexas.edu/rentalcar/](https://travel.utexas.edu/rentalcar/)

### UT Rental Car Vendor Discount Numbers if Reserving with Personal Credit Card:

<table>
<thead>
<tr>
<th>Rental Car Vendor</th>
<th>UT Discount Number</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avis US</td>
<td>S828003</td>
<td>800-331-2212</td>
</tr>
<tr>
<td>Budget US</td>
<td>R524103</td>
<td>800-527-0700</td>
</tr>
<tr>
<td>Enterprise</td>
<td>UTS005</td>
<td>512-912-5500</td>
</tr>
<tr>
<td>Hertz US</td>
<td>1989415</td>
<td>800-654-3131</td>
</tr>
<tr>
<td>National</td>
<td>UTS005</td>
<td>512-912-5500</td>
</tr>
</tbody>
</table>

• **PERSONAL VEHICLE:** If you travel to an event in your own vehicle, you are authorized to request reimbursement for either mileage or gas – not both. If you request mileage reimbursement you must submit a MapQuest ([www.mapquest.com](http://www.mapquest.com)) route planner that shows your road route from your Starting and Ending locations. **Google Maps routes/directions are not accepted by UT.**

• **MEALS AND LODGING:** Meals and lodging rates are based on the RTA’s account rule (State or Local); **See table below.**

**Meals:** Save your itemized meal receipts (ex: 1 Soda, 1 Lunch Entrée, 1 Chips) for reimbursement. No alcoholic beverages may be on your itemized receipts.

**Lodging:** Hotel reservations can be made online through Concur, by using one of UT’s **contracted travel agencies** ([http://www.utexas.edu/travel/agency_contacts.php](http://www.utexas.edu/travel/agency_contacts.php)) or by calling the hotel directly.

**Pre-Negotiated Hotel rates with the State of Texas:**
[http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm](http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm). **Remember to bring your UT ID when checking-in at the hotel, so they can verify that you are a University employee. When traveling in Texas, you must bring a Texas Hotel Occupancy Tax Exemption certificate and present it at check-in ([http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf](http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf)) to avoid State occupancy taxes; State taxes cannot be reimbursed if you pay them.**
Hotel/lodging expenses must be submitted to for reimbursement unless direct billing can be used for your chosen lodging facility. If you are sharing a hotel with someone else, be sure to get the hotel to split the invoice per traveler. For example, if the total bill is $1000, ask the hotel to split the bill to show $500 charged to Traveler A and $500 charged to Traveler B. Remember your travel is reimbursed per individual so you should include all individual travel expenses on your reimbursement request.

Account Rules: (Not sure if your account follows State or Local Rules? Ask your Travel Coordinator!)

<table>
<thead>
<tr>
<th>State Rules Accounts</th>
<th>Local Rules Accounts (most research accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overnight Travel In Texas:</strong></td>
<td></td>
</tr>
<tr>
<td>• Actual Lodging &amp; Meals expenses not to exceed current US General Services Administration (US GSA) rates:</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> *</td>
<td></td>
</tr>
<tr>
<td><strong>Overnight Travel in Continental U.S. is based on limits set for each locality:</strong></td>
<td></td>
</tr>
<tr>
<td>• Not to exceed US GSA Rates by location:</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> *</td>
<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> Gratuity on food services is NOT allowed. State Rules accounts will require itemized meal receipts.</td>
<td></td>
</tr>
<tr>
<td><strong>Overnight Travel In Texas:</strong></td>
<td></td>
</tr>
<tr>
<td>• $260 per day for in-state travel, of which no more than $51/day may be for meals **</td>
<td></td>
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<tr>
<td><strong>Overnight Travel in Continental U.S.:</strong></td>
<td></td>
</tr>
<tr>
<td>• $375 per day for travel outside Texas but in the continental U.S., of which no more than $51/day may be for meals **</td>
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<tr>
<td><strong>Overnight Travel Outside U.S. (Foreign Travel):</strong></td>
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<tr>
<td>• $425 per day for travel outside the continental U.S., of which no more than $51/day may be for meals **</td>
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</table>

*State Account Lodging & Meals vary by City/County. Please verify with your Travel Coordinator.

**If total meals exceed $51 in a day, all meal receipts must be provided for that day along with an explanation for reimbursement justification.

- **MISCELLANEOUS TRAVEL EXPENSES:** Parking, Wireless, Telephone, Conference Registration Fees, Printing, etc. Acceptable business related expenses will be reimbursed. Keep your receipts! If you are not sure, ask your Travel Coordinator.

**Conference Registration:** You may charge registration fees to your Travel Coordinator’s ProCard (MasterCard) for direct billing. If you pay out-of-pocket, save your receipt for reimbursement. No other travel expenses may be charged to the ProCard.