

## UTSW TRAVEL RULES – TRAVELER USE

In order to quickly process travel reimbursements, the traveler should adhere to the following rules:

1. Department approval (**Travel Authorization**) is required prior to making travel arrangements.
2. **International Travel** requires special procedures. Work with your departmental administrator or visit the Materials Management International Travel page on the intranet for more information.
3. Any **airfare** that will be or might be paid by UTSW must be handled through approved travel agencies. If another vendor is used, then a same day comparison with the same flight accommodations from the contracted travel agency must be provided to prove lower costs. This includes host paid trips where UTSW may be required to pay all or a portion of the cost.
4. All **meals** require an itemized receipt showing what has been purchased. The tip can be written on the itemized receipt or the credit card receipt can also be attached. The receipt(s) will be scanned in and retained in OnBase for audit purposes.
5. **Car rentals** should be booked through a UTSW contracted vendor. The resulting bill with contracted rates includes allowable insurance—no additional insurance should be purchased. If the Traveler opts to not use a UTSW contracted vendor, the Traveler will not be reimbursed for insurance fees incurred or any charges exceeding the State contracted rates.
6. **Lodging** – UTSW will not reimburse state taxes on lodging within the State of Texas. You must remember to take your tax exempt form. Out of State lodging taxes are reimbursable.
7. **Registration** fees should be paid with a CKR voucher or the department Buy Card.
8. Contact your departmental administrator, or call Accounting Customer Service at x80800 or see Accounting's Webpage if you have questions concerning travel rules or procedures.
9. **CPRIT funds** – receipts are required for all expenses. Please see SPA's intranet site for details on actual requirements.

As of 06/01/2015