Important Policies

- **Eligibility**
  - Use Local Funded Accounts only
  - Do not use with State Funded Account (14,20 Accts)
  - Up to 20% allowed on local funds
  - Keep receipts

- **Austin/Texas - Hotel Occupancy Tax (In State)**
  - Must itemize separately from lodging
  - Employees: In Texas, present Exempt Form to hotel/vendor
  - Prospective: don't use Exempt form, and can be reimbursed

- **Outside of Texas - Hotel Occupancy and/or Sales Tax**
  - Must itemize separately from lodging
  - Employees: can be reimbursed
  - Prospective: can be reimbursed

- **Credit Card Reimbursements**

- **Travel to Restricted Regions**
  - Must get prior approval
    - Ask: How?
    - Common examples
    - IOC link

- **Mixed Personal and Business Travel**
  - Must specify which dates are business travel
  - Must specify which dates are personal travel

- **Special Travel (separate RTA)**
  - Must use separate RTA
  - Non-reimbursable

- **International Travel**
  - Must get prior approval from Dean
  - When using state funds for travel

- **Travelling with Minors**
  - Must get prior approval before trip
  - Usually each traveller needs separate RTA
  - Must specify at least one additional account on RTA
  - Faculty Travel Grant
  - Must get prior approval
  - Must specify at least one additional account on RTA
  - Faculty apply directly, so must inform admin if awarded

- **Travel Cash Advances**
  - Must get prior approval
  - Required detailed review of receipts before reimburse
  - Follow requirements for cash advance procedures
  - So traveller must keep all receipts

- **Housing**
  - Cannot rent directly from individuals or family members
  - Must get prior approval for contracted rental agreements

- **Currency Conversion**
  - Use Oanda.com

- **Non Reimbursable Expenses**
  - Examples: Alcohol, move rentals, laundry, personal phone calls, personal toll tags, any spouse/family member travel expenses

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**Timeline**

<table>
<thead>
<tr>
<th>Important!</th>
<th>be aware of these similar but different terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RTA Number</strong></td>
<td>is the official travel number Starts with “TV” letters</td>
</tr>
<tr>
<td><strong>TAR Number</strong></td>
<td>is not the official travel RTA number</td>
</tr>
<tr>
<td><strong>RTA Dec id</strong></td>
<td>is this the VES Document ID</td>
</tr>
</tbody>
</table>

- **RTA**
  - The Official Travel Request Document (VES doc)
  - Travel Request System in UTDirect

- **TAR**
  - All RTAs should be initiated with TAR

- **TAR Number**
  - The Travel Request Document in DEFINE

- **VE5**
  - The Travel Request Correction Document in Define

- **VP2**
  - The Travel Reimbursement Document

<table>
<thead>
<tr>
<th>Restricted Regions</th>
<th>Subject to Change, See IOC website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mexico, Canada, U.S. Possessions</strong></td>
<td>can view outstanding enc on GE1</td>
</tr>
</tbody>
</table>

**Gratuity**

- Must get prior approval
  - Ask: How?
  - Common examples
  - IOC link

**Faculty Travel Grant**

- Must get prior approval
  - Ask: How?
  - Common examples
  - IOC link

**Preferred Travel Vendors/Processes**

- Booking own travel is allowed
  - Can use UT Preferred Travel Agencies

**Other Notes/Tips**

- Different rules apply to local and state accounts for example, no gratuity on state accounts
- No Cash To DT
  - does not create accounting transaction
  - needed when no reimbursement is expected

**Back Travel**

- Once the RTAVES is approved, proceed
- See also: UT List of Preferred Travel Agents
- Be aware of destination travel advisories
- To reduce traveller waiting for post-travel reimbursements
- Encourage use of centralized airfare whenever possible
- Tip! Can separately pre-paying conference registration using procard or VP2

**During Travel**

- Keep all receipts
  - Present Tax Occupancy Exemption form (in Texas)

**Submit Receipts**

- Within 45 days and all payments must be complete by 60 days
- Turning receipts in early is best

**Tips for Traveller Type**

- **Faculty**
  - Applies to any data/time during travel (days)
  - Specify who will handle traveler’s UT job administrative duties
  - Specify the courses missed and who will handle/teach course while away
  - (special rules apply for travelling during first or exam weeks)

- **Prospective**
  - ‘use if travel is course related, else use ‘employee or non-employee’
  - Employee/Employee
  - not exempt from Hotel occupancy tax and texas sales tax
  - can be reimbursed for these expenses

- **Visitor**
  - may need a PFI/GSV if new
  - if paying honorarium, use PBS+VP2 payment methods