TRAVELER CHECKLIST

This is not a comprehensive checklist. When in doubt, please check in advance with your travel staff.

**FORMS NEEDED:** [HTTPS://SOCIALWORK.UTEXAS.EDU/FACULTY-AND-STAFF/RESOURCES/HANDBOOK/TRAVEL/](HTTPS://SOCIALWORK.UTEXAS.EDU/FACULTY-AND-STAFF/RESOURCES/HANDBOOK/TRAVEL/)

<table>
<thead>
<tr>
<th><strong>TAR</strong> – PRIOR TO TRAVEL DATES (ALLOW FOR AMPLE PROCESSING TIME)</th>
<th><strong>TRAVEL REIMBURSEMENT FORM</strong> – SUBMIT PDFS VIA THE WEB</th>
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<tr>
<td><strong>Faculty Travel Grant</strong> – IF APPLICABLE; SUBMIT AT LEAST 3 WEEKS PRIOR TO TRAVEL DATE TO ALLOW PROCESSING TIME; SUBMIT TAR AT THE SAME TIME, TOO.</td>
<td><strong>Use UT Travel Agencies</strong> only or <strong>Concur</strong> for your airfare and rental car reservations.</td>
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**TRANSPORTATION**

- Airline receipt.
- Cancellation/Change charges - Reimbursable only if the charge is incurred for a business-related reason or because of adverse weather conditions or a natural disaster; provide explanation.
- Gasoline receipts for rental car.
- Mileage requires odometer reading (or MapQuest).
- Rental car – Use one of the contracted car rental agencies. Enterprise even created a site for the School: Dean’s Office and OADR.
- Rental car receipt.
- Valet parking receipt.

**LODGING**

- Deposit for house/apartment stay is not reimbursable.
- Original lodging receipts show traveler’s name only and proof of payment.
- Staying in house/apartment (not hotel) must be from a commercial establishment and lease agreement provided.

**MEALS**

- Alcoholic beverages are not reimbursable.
- Food receipts are itemized (not just a credit card receipt).
- Meal expenses itemized daily (for traveler only).
- Meals are only reimbursable if there is an overnight stay.
- Tips (not higher than 20%) are only allowed on local accounts (not State). Itemize them separately from meals.
- Local accounts begin with “19,” “26,” or “30.” State accounts generally begin with “14” or “20.”

**MISCELLANEOUS**

- All receipts are original and not altered and must show proof of payment.
- Expenses are traveler's own only (not spouse’s, friend’s, etc.).
- Foreign exchange conversion site: Oanda.
- Foreign receipts show exchange rate and link used.
- Non-reimbursable expense examples: alcoholic beverages, excess baggage charges, and any other personal expenses.
- Registration receipts – only reimbursed after conference takes place.
- **UT Travel Policy** in Handbook of Operating Procedures and also in the School’s Faculty Staff Handbook.

**FACULTY TRAVEL GRANTS**

- Apply for travel grants at [https://gradschool.utexas.edu/faculty/faculty-travel-grants](https://gradschool.utexas.edu/faculty/faculty-travel-grants).
- Form needs to be completed and processed at least 3 weeks before departure in order to allow for Graduate Studies approval.
- Only one author of a collaborative paper may receive a travel grant for that paper.
- **Staff contacts:**
  - Dean’s Office Accounts - Suzanne Ewing EID, seb0321 or Desiree Pacheco, EID dmp2993
  - OADR Accounts - Gerald Cofer, EID gjc476

**EFFECTIVE January 1, 2020 – NEW REIMBURSEMENT RATES**

- $51 per day for meals anywhere. No receipts needed.
- Texas hotels: $98 with State funds or $209/night with local funds.
- Continental US (outside of Texas): $324/night.
- Foreign and outside continental US: $374/night.

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