

## Department of Materials Science and Engineering

### Travel Procedure

#### I. University Travel Policy

The University of Texas at Dallas travel policy is intended to provide for the reasonable needs of travelers, control travel expenditures, and comply with UT System Policies, State and Federal Rules and Regulations. All travel reimbursements must be for actual, reasonable and necessary expenses, incurred for official University business, and authorized by the appropriate supervisor. Travel must be authorized in writing prior to incurring any travel related expenses. Airfare arrangements must be booked through one of the contracted travel agencies. Information on travel agencies as well as The University of Texas at Dallas travel reimbursement policy, procedures and guidelines, including the current travel agents and car rental agents can be found on the [Travel Management Page](#). Some sources of institutional funds (such as gifts or grants) may impose additional restrictions and approvals on travelers.

Employee travel must be planned and conducted to achieve economy and efficiency considering all relevant circumstances while complying with this policy and related guidelines or procedures. Travel expenses must be reasonable, appropriately documented and properly authorized.

#### Guidelines for Travel Expenses

##### Lodging:

- Conference Hotel expenses will be paid or reimbursed at the standard conference rate. Non-conference hotel expenses should be reasonable, but may not exceed the GSA lodging allowance without approval from the traveler's Fiscal Officer, Dean or Vice President.

##### Meals:

- Employees in travel status overnight will be reimbursed the lesser of the actual cost of meals or the GSA meals allowance. Travelers who do not incur an overnight stay are not eligible for meal reimbursement.

##### Transportation:

- Rental vehicles will be reimbursed or paid via direct bill for university business. The university's contracted car rental company's rental cost includes insurance coverage. If a rental vehicle is used for both personal and University business, only the portion attributable to University business will be reimbursed.
- Mileage reimbursement shall be based on the shortest, most cost effective and reasonably safe route using supporting documentation from MapQuest, Google or similar tool.

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University faculty or staff may only be reimbursed for actual expenses incurred. Travelers may be required to submit a supplemental explanation or other documentation to substantiate charges that exceed established guidelines.

[UTDBP3104 Policy on Travel Expenses](#)

#### II. Department Travel Requirements

MSE faculty, staff and students must provide proper notification by submitting an internal *Travel Request Form* to the designated MSE Administrative Staff prior to travel (**at least 3 weeks for domestic travel and 6 weeks for international travel**). The staff will contact invited guests directly to make travel arrangements. If this staff member is not available, the back-up travel coordinator will be the Administrative Staff for Purchasing.

#### III. Department Travel System

The department's travel system consists of two methods:

1. Airfare and car rentals can be arranged and purchased through the Concur Online Booking Tool by faculty and staff. Travel for students and guests must be purchased in Concur by the designated MSE Administrative Staff.
2. Airfare and car rentals can be arranged directly with the university contracted agency by the designated MSE Administrative Staff.

Coach class is required for domestic and international travel. Allowable vehicle types range from compact or economy up to full-size vehicles.

The department's filing system consists of digital records.

- Files stored in the eProcurement online system include: Travel Vouchers, Receipts, and Independent Contractor Forms.
- Files stored on the department's shared W: drive include: Travel Request Form and Direct Bill Invoices.

#### IV. Department Travel Procedures

A Travel Request Form is an internal form that must be completed electronically by each UTD and non-UTD traveler when planning a trip. Details for each traveler are recorded in the business transaction log titled *Travel & Business Expense Log*.

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#### Summary of the Travel Process:

- Receive electronic *Travel Request Form* (and International Travel Authorization (ITA), if foreign travel)
- Students travelling internationally must complete both the *Student Information Form* and the *B14-F form*
- Verify information is complete and budget available
- Book the trip through Concur or contracted agency
- Route the *International Travel Authorization (ITA)* electronically to the proper offices to obtain approval (at least 4 weeks prior to trip)
- Send traveler an email with daily meal per diems
- Travel occurs and electronic receipts are received, along with the internal *Travel Expense Report*
- Complete and submit the online *Travel Voucher*, along with receipts, in eProcurement (lodging receipts must be itemized in the traveler's name)
- Verify that the reimbursement has been paid

Any reimbursement submitted after 60 days from travel will be reported to Payroll as income. The IRS requires employee business expenses to be submitted for reimbursement "within 60 days after the expense is incurred or the trip ends." "If not submitted within 60 days, the reimbursement becomes taxable [to the employee] for federal, state, FICA and Medicare; and withholding tax must be taken."

#### V. Reconciliation

Travel and reimbursement transactions are reconciled by the Business Manager in PeopleSoft with the Gemini Financials Account Reconciliation Application.

Student Workers will gather required source documentation digital records to merge and file in the Account Reconciliation folder on the W: drive.