

Travel and Expense Reimbursement Guidelines

Below are the guidelines for Travel and Expense Reimbursements. Employee responsibilities for travel and expense reimbursement will be strictly enforced. All late submissions will be denied. Exceptions to the rule will be extremely rare and granted only when extremely justified.

1. Request for Travel Authorization (RTA) must be submitted prior to the trip, *even if you do not plan on requesting reimbursement*. Travel requests must be processed well in advance of proposed travel dates. Note: Your administrative assistant must attach an approved meeting request to the RTA when submitting for approval. Please see me whenever you are planning to attend a meeting, course, etc. outside the immediate UT campus (e.g. Galveston, Bellaire, Baylor, etc.).
2. Employees must submit complete, original and itemized receipts for reimbursement. Employee must ensure that establishment can provide itemized receipts before committing.
3. All transactions must have adequate support which substantiates (1) what was purchased and (2) proof of payment. Acceptable as paid receipts are cash register receipts, copies of checks, formal cash receipts issued by the vendor, original imprinted charge card slips, or original invoices which indicate the method of payment. **Note that to fulfill both requirements all expenses must be turned in within 60 days of transaction date on the receipt (i.e., what was purchased and proof of payment), more than one supporting document may be required.** FYI - examples of the required "Proof of Payment" are credit card statement, bank statement, copy of cancelled check, etc.
4. Employees must request reimbursement for travel expenses within **60 days** of returning from the trip.
5. UTHSC-H is required to participate in the Travel Management Program of the State of Texas by using contract vendors for travel services awarded by the Texas Building and Procurement Commission (TBPC). Please refer to website for a list of contract hotels, airfare suppliers and rental car agencies at: <http://www.window.state.tx.us/procurement/prog/stmp/>. In some instances contract rates are higher than what is allowed for the funds being used; particularly hotels. You must verify what is allowed prior to making travel arrangements.
6. Airfare: To receive reimbursement for airfare, you must book your airfare through Corporate Travel Planners, Inc. (CTPI). uttravel@ctptravelservices.com or call 1-866-366-1142 (7:30 am to 6:00 pm). Your administrative assistant can assist with requesting quotes from CTP, purchasing airfare and/or registration via BTA (directly paid from your UT funds), etc.
7. Car Reservations: All UTHealth students, faculty and staff are required to use the following car rental agencies for official travel. Make sure to book the reservation under the UTHealth contract ID:

Car rental reservations may be made with a CTP agent, online in Concur, by calling the car rental agency designated phone number, or by using the car rental agency's website. **When making a reservation, provide the applicable UT System corporate identifier number and/or frequent renter number to ensure that the discounted UT System rate including insurance is confirmed (see the [University Travel website](#) for details including select locations that may not include LDW).** Car reservations are not centrally billed and must be secured and paid with a personal form of payment by the travel to be reimbursed upon return from business.

Rental Company	ID #	Phone
Avis	S828013	800-331-2212
Budget	R524113	800-527-0700
Enterprise	UTS451	800-261-7331
National	UTS451	800-227-7368
Hertz	1989426	800-654-3131

Travelers can continue to refer to and use State Comptroller contracted hotels, or use a hotel of their choice as long as the lodging rates complies with State Comptroller per-diem guidelines. Management encourages the use of discounted rates that are available through the state. These rates can be found on the [State Comptroller's website](#).

CTP also has access to additional discounted hotel rates through their affiliated partnership with Travel Leaders, which in some cases may be lower than other available rates. If a lower rate is available, the agent will communicate at the time of booking. These rates would also be available if arranging travel in Concur.

For more on the travel and expense reimbursement rules, please see the:

Travel Guide at: <https://inside.uth.edu/finance/expense-reimbursement/travel-guide.htm>

Expense Reimbursement Guide: <https://inside.uth.edu/finance/expense-reimbursement/erguide-table-of-contents.htm>

Any questions regarding travel and expense reimbursement exceptions should be directed to your administrative assistant or my office. In an effort to ensure compliance, I have asked our assistants to follow up with you on a regular basis immediately following your travel, to obtain all required supporting documents for reimbursement process. So, please be advised that you will be bombarded with reminders from your assistants and be understanding that they are only trying to help, not to bug you for fun.

Thanks for your cooperation.