SPPLSS Travel Guidelines

Some important UTRGV Travel policies and guidelines to consider when planning your travel and claiming reimbursement.

SPPLSS Department Travel request form : https://forms.office.com/r/z48ChuADrH

- ✓ Per University Travel Office, **a completed supervisor-approved travel request is required for each work-related travel**. *This applies to travel paid out-of-pocket, and/or sponsored by outside sources*.
- ✓ A **travel request must be pre-approved by supervisor before any travel arrangements are made**.
- ✓ A **supervisor-approved travel request must be on file in the system prior to any funds/reimbursement request**. Claiming reimbursement without a priorly approved travel request is considered out of compliance.

1. **Airfare & Car rental**

- ➢ **Flight tickets and car rentals must be booked by the department travel arranger**. *You'll be able to upload a copy of your prefer itinerary to the travel request form. Please don't purchase your own ticket.*

2. **Hotel**

- ➢ **Hotel may be booked by travel arranger.** The university card may be used to hold the reservation; however, the traveler will be required to show a personal card at check in. Hotel must be paid out-of-pocket, and may be claimed for reimbursement upon return from conference. *Please request a hotel folio when you check out*.
- ➢ Allowable lodging rates: Conference rate (*standard room*) and GSA rate.
- ➢ State Taxes will not be reimbursed when traveling in Texas. Hotel tax exempt attached; please reach out to me if you need a copy.

3. **Meals**

- ➢ For Domestic travel: recipts are not rquired. It may be reimbursed Per Diem. *This is automatically calculated by the system based in travel region and travel departure/arrival dates and times*.
- ➢ For Foreign travel: all receipts are required for expenses claiming reimbursement for.
- ➢ Meals provided at the conference are non-reimbursable.

4. **Registration fees**

- Registration may be paid with the department card. *You may send me an email and I'll route it for supervisor approval.*

5. **Incidentals: (luggage, parking, etc)**

- Receipts are required:

Reminders

Receipts:

Per Accounts Payable: Only itemized receipts will be accepted (must include traveler's name, date of transaction and form of payment)

Transportation:

Airfare and Car Rental are university prepaid expenses and **must** be booked on the iTravel portal. Do Not book your flight and/or car rental on your own, if you will be claiming reimbursement.

If you choose to drive your personal car instead of Car Rental/Airfare, and plan to claim personal car mileage:

- ✓ Provide ***Departing*** and ***Arrival*** location addresses, **Before** your travel takes place-*an airfare and car rental quote cannot be obtained for dates that have already passed*.
- ✓ Car rental and Airfare quotes must be documented in the cost-comparison form required by Travel and Procurement offices.
- ✓ The reimbursement amount will be based on the most cost-effective.