

Procedure BF-T-PR9 UTA Athletics Department Travel Procedures

Date Effective: August 1st, 2019

Responsible Officer: Chief Financial Officer and Vice President

Sponsoring Department: Procurement and Payment Services

Errors or changes to: Office of Legal Affairs

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PROCEDURE OBJECTIVE

Procedure BF-T-PR9 provides procedure guidelines for UTA Athletic department personnel and student athletes who are traveling for UTA business. This procedure details the rules for all travel including transportation details, and meal and hotel per diems. In addition, this procedure explains the rules for all persons traveling internationally.

SCOPE

All UTA athletics personnel and student athletes who are traveling for UTA.

PROCEDURES

Section I. Travel Agencies and Authorizations

All commercial flights, either outbound or inbound, for Individual and Team Travel must be arranged through Corporate Travel Planners (CTP), Anthony Travel, Inc. (ATI) or Concur. Other ancillary travel services, such as hotel rooms, rental cars, etc., may also be arranged through one of the travel agencies.

Corporate Travel Planners business hours are Monday – Friday, 8:00am – 6:00pm CST.
Phone number is 866-366-1142
After business hours/weekends: 800-441-6512

Anthony Travel business hours are Monday – Friday, 8:00am – 5:30pm CST.
Phone number is 800-684-2044
After business hours/weekends: 800-342-9008, VIT Code 4RRG

Both travel agencies recognize the following holidays:

1. Thanksgiving
2. Day after Thanksgiving
3. Christmas Eve
4. Christmas Day
5. New Year's Day
6. Martin Luther King
7. President's Day
8. Memorial Day
9. Independence Day
10. Labor Day

Section II. Travel Requests / Authorization

- A. Team Travel – Domestic
All Domestic Team Travel must be requested and approved in advance by having a fully approved UTShare Travel Authorization. Individuals listed in the Travel Authorization are not required to have a separate Travel Authorization.
- B. Individual Travel – Domestic
Have a fully approved UTShare Travel Authorization for all Domestic Individual Travel (Recruiting, Conferences, etc.).
- C. Team Travel – International
All International Team Travel must be requested and approved in advance by having a fully approved UTShare Travel Authorization in place. Individuals listed in the Travel Authorization are not required to have a separate Travel Authorization.
- D. Individual Travel – International
All individuals traveling internationally (Recruiting, Conferences, etc.), must have fully approved UTShare Travel Authorization. Please see '*Travel to Areas of High Risk*' in Section II. E.

E. Travel to Areas of High Risk:

1. Travel to areas of high risk must be pre-approved by the [UTA International Oversight Committee \(IOC\)](#). This includes travel to locations where:
 - a. The [U.S. State Department](#) has issued the following travel advisories:
 - Level 4: Do not travel
 - Level 3: Reconsider travel (note: this includes numerical advisory levels for sub-regions within a country: e.g., states in Mexico)
 - b. [The Center for Disease Control and Prevention \(CDC\)](#) has issued a Warning Level 3 – Avoid Nonessential Travel Health Notice, or
 - c. The IOC has deemed significant health, safety, or security risks are present. This could include:
Any region with a U.S. State Department Travel Advisory recommendation of “do not travel” or “reconsider travel” within a country rated as Travel Advisory Level 2: Exercise increased caution, or Level 1: Exercise normal precautions.

The countries on the current travel advisory list may be found on the U.S. Department of State website. Countries on the travel warning list may include Canada or the United Mexican States (Mexico). Additionally, the Level 3 updates for travelers may be found on the Centers for Disease Control and Prevention. Requests for exemptions for travel to countries listed on either travel websites should be directed to the UTA IOC chairman at horn@uta.edu.

If the U.S. Department of State or the Centers for Disease Control and Prevention issues a travel advisory, any program not started, and any participant or employee planned travel that has not occurred, is automatically suspended, pending review by the UTA IOC. Programs or travel in progress when the warning is issued will be evaluated by the UTA IOC to determine whether the threat is imminent, and personnel and students should be recalled.

Expense Report Requirements:
Travel Authorization from UTShare, fully approved.
Travel to High Risk – approval from IOC

Section III. Ground Transportation

- A. Team Travel ground transportation expenses can be paid using University Travel Card or out-of-pocket
- B. Bus Charters
All bus charters originating from campus must be arranged through the [University's Contracted Bus Charter Companies](#).

All other bus charters may be arranged through the travel agencies, or by the department.

Section IV. Rental Cars (See Procedure BF-T-PR5, Section IV for complete information)

- A. Rental cars can be reserved through Concur, the travel agencies, or the rental car companies direct, but must be the companies listed below, using the referenced contract numbers.
- B. UT System has contracted with several car rental agencies. These rates are lower than market rates and include the required insurance coverages (CDW-Collision Damage Waiver, LDW-Liability Damage Waiver and Liability Insurance). Do not purchase any additional insurance. If a car rental agency asks for the State Contract number upon pick up or drop off of a car, please provide them with the following contract number.

Car Rental

| <u>Agency</u> | <u>Contract Rate Number</u> |
|---------------|-----------------------------|
| AVIS | S828002 |
| Budget | R524102 |
| Enterprise | UTS222 |
| National | UTS222 |
| Hertz | CDP 1989414 |

- C. The Athletic Department will not reimburse for satellite radio, fuel service option, fuel charges incurred for not returning the vehicle full of fuel, parking tickets or moving violations. If these charges are incurred, you will not be reimbursed, or you will be required to reimburse UTA if it was paid with a University Travel Card.
- D. All rental cars must be returned to the rental company full of fuel and a receipt for the fuel submitted with the Expense Report.
- E. Texas Motor Vehicle Rental Tax Exemption Form
The State of Texas charges a sales tax on the rental of motor vehicles. UTA is exempt and should not pay for this tax. When renting a car in Texas, present a [Texas Motor Vehicle Rental Tax Exemption Certificate](#) to the car rental agency when picking up your rental car so the vendor will not charge this tax. If the car rental agency charges the tax, you should first contact the agency and request a refund.
- F. Frequent User Surcharge
Car rental agencies often charge a small surcharge to reward your frequent user miles if you have set up such a reward program with the agency. This surcharge is not reimbursable and must be paid back to UTA if paid with a University Travel Card. If reimbursement to the traveler is due on a trip, this surcharge will be reduced from the reimbursement.

Expense Report Requirements:

- Detailed receipt/contract
- Receipt for re-fueling rented vehicle
- Memo signed by the Athletic Director if the rental occurred more than 2 days before/after Travel Authorization dates. Memo must also explain in detail the benefit of the cost to the university.

Section V. Personally-Owned Vehicle (see Procedure BF-T-PR5, Section II for complete information)

- A. Mileage will be reimbursed when a personal vehicle is used for travel. Mileage will be calculated using the [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#) which is usually updated January 1 of each year. Mileage is based on the shortest, reasonable distance. Mileage between addresses (point-to-point calculation) may be derived from an odometer reading from before and after the trip, or by using any online mapping tool accepted for point-to-point mileage calculations. Documentation is required for all point-to-point mileage calculations.
- B. Travelers must ensure that each travel arrangement is the most cost effective considering all relevant circumstances.
1. **Less than 5 hours:** Travel that is less than 5 hours one way from designated headquarters, as documented by an online mapping tool, does not require a cost comparison analysis.
 2. **More than 5 hours:** If the one-way destination of travel is more than 5 hours from designated headquarters, as mapped by an online mapping tool, the traveler must complete and submit all documentation showing that cost comparisons were done prior to start of travel for the following modes of transportation:
 - Airfare with/without car rental
 - Car Rental
 - Personal vehicle – total mileage, round trip
 - Any other means of transportation
 3. If the traveler did not use the most cost effective course of transportation, the Office of Disbursements reserves the right to reimburse at the lower of the rates.
- C. On a work day, mileage must begin and end at the employee's place of employment within designated headquarters, except where cost of mileage from the employee's residence is less than or equal to travel from headquarters. A statement is required on the Expense Report that the mileage cost is less than or equal to headquarters.
- D. During non-working hours, employees may be reimbursed for mileage from their residence to the nearest airport. If another individual drives the traveler to the airport, the traveler may claim mileage to/from the airport.
- E. Except for the cost of airport parking or parking fees required for transaction of state business away from the place of employment, no additional expense incidental to the operation of such motor vehicle shall be allowed.

Expense Report Requirements:

Odometer Reading – Form BF-T-F3 or Online Mapping Tool

Cost Comparison, if more than 5 hours one-way

Statement, if mileage from employee's residence is ≤ travel from headquarters

Section VI. Air Transportation (see Procedure BF-T-PR5, Section I for complete information)

- A. **Air Charters**
All air charter requests will be sent to Procurement Services for competitive bidding.
- B. **Team Commercial Air**
Team Commercial Air Travel must be arranged through one of the contracted travel agencies. Payment for these airline tickets will be charged to the Athletic Airfare Card on file with CTP and ATI.
- C. **Individual Commercial Air**
Individual Commercial Air Travel must be arranged through Concur or one of the contracted travel agencies. A fully approved UTShare Travel Authorization is required prior to booking any travel.

To achieve maximum economy, it is suggested that commercial airline tickets be purchased a minimum of 21 days in advance of departure. If specific circumstances prevent the ability to purchase that far in advance, efforts should be made to book airline tickets as early as possible.

- D. **Baggage Fees**
The Athletic Department will pay or reimburse baggage fees that are related to the business purpose of the trip. A description must be included with the additional baggage fees.
- E. **First Class**
The Athletic Department will not pay for a First Class seat unless there is a valid medical reason why a First Class seat is necessary. Documentation of the medical circumstances must be provided to and approved by the Associate Vice President of Business Affairs and Controller prior to booking.
- F. **Early Boarding/Air TV Purchases**
The Athletic Department will not pay for early boarding privileges under any circumstances. If any such charges are incurred you will not be reimbursed or will be required to reimburse UTA if it was paid with a University Travel Card. No air TV purchases are allowed with the University Travel Card and will not be reimbursed.
- G. **In-Flight Internet Service**
Internet fees while on a flight will only be reimbursed if it is for business purposes.

Section VII. Meal Per Diem – Contiguous United States (see Procedure BF-T-PR3 for complete information)

For meal expenses that occur with overnight travel, all travelers must use the [federal per diem rates](#) provided by the General Services Administration (GSA) for both in-state and out-of-state travel within the contiguous United States. The [GSA per diem tool](#) is searchable by city, state or zip code. Cities not appearing on the GSA table may be located within the county for which the rates are listed. To

determine what county a city is located, visit the [National Association of Counties \(NACO\) website](http://www.naco.org) If the city is not located within a listed county on the table, use the "Standard Rate" for that state. New rates are set October 1 each year.

Travelers may download the Per Diem app for iPhone, Blackberry and Android - <http://www.gsa.gov/portal/content/302273>

Note: In accordance with [IRS Publication 463](#), an overnight stay is required for meal reimbursement

A. Meal Expenses

The University allows per diem for meal expenses incurred with an overnight stay based on GSA rates. This must include tax and tip. Departments may invoke policies such as only claiming actuals, but the totals cannot exceed the GSA rate for the location.

The following Per Diem can be provided on the day of departure based upon the **traveler's departure** time from campus (if a work day) or residence (if a weekend).

| DEPARTURE TIME | BREAKFAST | LUNCH | DINNER | Meal Per Diem Proration |
|---------------------------|-----------|-------|--------|-------------------------|
| Before 9:00am | YES | YES | YES | 100% |
| Between 9:00am and 1:00pm | NO | YES | YES | 75% |
| Between 1:00pm and 6:00pm | NO | NO | YES | 35% |
| After 6:00pm | NO | NO | NO | 0% |

The following Per Diem can be provided on the day of return based upon the **traveler's return** time to campus (if a work day) or residence (if a weekend).

| RETURN TIME | BREAKFAST | LUNCH | DINNER | Meal Per Diem Proration |
|---------------------------|-----------|-------|--------|-------------------------|
| After 6:00pm | YES | YES | YES | 100% |
| Between 1:00pm and 6:00pm | NO | YES | YES | 75% |
| Between 9:00am and 1:00pm | NO | NO | YES | 35% |
| Before 9:00am | NO | NO | NO | 0% |

Per Diem cannot be claimed if a meal was provided in the normal course of business (e.g. included with conference registration, team catered meals, donor related entertainment, etc.). The per diem will be calculated as follows:

- One (1) meal provided: Per diem will be prorated to 75%
- Two (2) meals provided: Per diem will be prorated to 35%

Actual expenses for meals involving student-athletes and appropriate staff in Team Travel status should be limited to reasonable and necessary amounts. A team list must be provided with all team travel expense reports. The UTShare Expense Report will not be approved without this documentation. All Team Travel meals must be paid with a University Travel Card.

B. Business/Recruitment Meals

A Business/Recruitment Meal is a meal with a guest (non-employee) where business is discussed. Business/recruitment meals are counted as part of the meal total for the day. Per Diem cannot be claimed when a business/recruitment meal is submitted. An itemized receipt is required for business/recruitment meals regardless of the dollar amount. Business/recruitment meals require a completed Official Occasion Expense Form be attached to the UTShare Expense Report to substantiate who attended and the business purpose/discussion.

C. Semester Break Periods

Per Diem during semester break periods may be provided to student-athletes and unpaid student staff (e.g. volunteer student athletic trainers). All students holding paid positions, and all staff (including volunteer coaches) are not eligible to receive Per Diem while in Arlington.

The \$15 per person NCAA-approved disbursement at time of release from competition is only to be given to student-athletes.

D. Per Diem Sign in Sheet

All Per Diems that will be distributed to student-athletes requires the appropriate names, amounts, and signatures. This must be attached to the UTShare Expense Report.

Expense Report Requirements:

- **GSA rate schedule for the location**
- **Team list for all team travel**
- **Itemized receipt for all business/recruitment meals**
- **Official Occasion Expense Form for business/recruitment meals**
- **Per Diem Sign-in sheet for student athlete distributions**

Section VIII. Meal Per Diem – Outside the Contiguous United States

For complete information regarding meals outside of the contiguous U.S., please see Procedure BF-T-PR2 Section V.

Section IX. Hotel Per Diem – Contiguous United States (see Procedure BF-T-PR3 for complete information)

A. Rates

Hotel accommodations may be arranged by the traveler, or one of the travel agencies, and paid for with a University Travel Card.

- B. Lodging will only be reimbursed for actual expenses, which do not exceed the maximum [GSA federal per diem rate](#) for the location. Cities not appearing on the GSA per diem table may be located within a county for which a rate is listed. To determine what county a city is located, visit the [National Association of Counties \(NACO\) website](#). If the city or county is not listed on the per diem table, use the "Standard Rate" for the state. New rates are set October 1 each year.
- Applicable taxes and fees are in addition to the GSA rate. Reimbursement for taxes is limited to the reimbursable lodging costs.
 - If the nightly lodging rates vary, the actual total of lodging costs cannot exceed the total of the per diem for the number of designated nights.
- C. When at least two UTA coaches/staff/athletes share lodging, the reimbursement may not exceed the applicable per person maximum lodging reimbursement rate for the location.
- Example. Teammate 1 and Teammate 2 are sharing a hotel room. The maximum allowable lodging rate for the area where they will be staying is \$90 per night. The room rate in the selected hotel is \$140 per night. Teammate 1 and Teammate 2 may combine their lodging rates, the lodging cost is reimbursable up to \$180.
- D. Receipts for lodging booked online (Priceline, Orbitz, Travelocity, etc.) may only be used as proof of payment and not as proof of stay. Please note that some hotels may not automatically provide an itemized receipt if the room was booked online. In this case it may be necessary for the traveler to ask for one, or an acknowledgement that the booked stay was completed.
- E. Lodging receipts must show: Commercial lodging establishment name, commercial lodging address, daily itemization of all charges, name of the employee/occupant, single room rate, and proof of payment.
- F. Texas state sales tax for items such as hotel parking and Texas Hotel Occupancy Tax will not be reimbursed. Traveler must present to the commercial lodging establishment a Texas Hotel Occupancy Tax Exemption Certificate (Form BF-T-F2) and the Texas Sales and Use Tax Exemption Certificate (Form BF-AS-F1).

Expense Report Requirements:

- **GSA rate schedule for location**
- **Lodging receipt/folio**

Section X. Hotel Per Diem – Outside the Contiguous United States

For complete information regarding meals outside of the contiguous U.S., please see Procedure BF-T-PR2, Section V.

Section XI. Miscellaneous Team Travel Expenses

- A. Laundry

Team Travel may be reimbursed for reasonable laundry expenses when traveling on official UTA business. Submit an itemized receipt or other appropriate substantiation as determined acceptable by Disbursements.

Expense Report Requirement:

- **Itemized receipt**

Section XII. University Travel Card

- A. UTA provides a University Travel Card for employees of the Athletic Department who travel. Expenses paid with the University Travel Card are paid by UTA. Using the University Travel Card reduces the amount of expenses paid with personal funds that must be reimbursed to the employee.
- B. The University's Travel Card has a monthly limit of \$30,000. During a particular team's season, an exception can be requested using the Business Affairs Exception Tracker Request to raise the limit during the season and return it to normal at the conclusion of the season, if needed. The beginning and end dates for which the increase is needed must be documented in the exception. Payment Card Services will schedule the increase and restoration of the limit per the exception.
- C. All University Travel Card receipts must be attached to the applicable UTShare Expense Report. The Expense Report must be fully approved, processed through workflow, and be available for review by the Office of Disbursements no more than 30 business days after a trip.
- D. Use your University Travel Card as much as possible on International Travel. The exchange rate will automatically be calculated for that day. The exchange rate for any personal reimbursements during International Travel will have to be calculated after the trip.
- E. The University Travel Card cannot be used for personal expenses.

Section XIII. Travel Cash Advance

A cash advance is available for a traveler on official UTA business. Additionally, a cash advance can be issued for Team Travel and Vacation/Holiday Meal Money and Housing.

If you request a cash advance for Team Travel Per Diem, the cash advance must be given as Per Diem. The standardized Per Diem form must be included with the Itemized Travel Advance Request Worksheet when a cash advance is requested.

- A. **Team Travel**
Cash advances can be requested for Team Travel that requires some expenses to be paid with cash. A Cash Advance in UTShare must be created and fully approved and must detail the amount the purpose of the request. The travel cash advance cannot exceed the estimated cost of expenses given in the Travel Authorization. The cash advance must be submitted to

Disbursements at least seven (7) business days, but no more than thirty (30) calendar days prior to the first date of travel.

Once approved, the travel cash advance will be distributed by either, (1) a check in the employee's name who requested the advance, available for pick-up at Student Accounts Office, Room 130 Davis Hall, or (2) direct deposit into the traveler's bank account. The funds will be deposited approximately 2-3 days after the final approval of the cash advance. The employee will be responsible for the cash advance. All unused cash must be returned within 30 calendar days after the last day of travel.

B. Vacation/Holiday Meal Money and Housing

Cash advances can be requested for Vacation/Holiday Meal Money and Housing that can be provided to student-athletes during vacation and holiday periods. Each request for Vacation/Holiday Meal Money and Housing must be approved by the Athletic Compliance Office.

Once approved, a check will be cut in the employee's name who requested the advance. That employee will be responsible for the cash advance. All unused cash must be returned within 30 calendar days after the end of the vacation or holiday period. Signature sheets with the signatures of all who received the meal money and/or housing must also be returned to process the reimbursement.

A cash advance will not be given to an employee that has not returned unused cash. Also, if the employee routinely does not reconcile travel cash advances in a timely manner, the employee may be subject to refusal for future travel cash advances.

C. Official Visit – Prospective Student Athlete Travel Reimbursement

Any Prospective Student Athlete (PSA) visiting campus will be reimbursed for one bag per traveler on both the departing and returning flights to UTA.

Meals for PSA's and other travelers pre and post arrival will be reimbursed as per Sections VI and VII above.

Section XIV. Reminders

Travel Authorization

Travel Authorizations must be submitted prior to each trip.

Hotels

Hotel folios are required to be submitted for any hotel stay. Please provide a Texas Hotel Occupancy Tax Exemption Certificate and a Texas Sales and Use Tax Exemption Certificate to the hotel when you check into any hotel in Texas and make sure the hotel has not charged these taxes when you check out.

Rental Cars

When renting a car in Texas, please present a Texas Motor Vehicle Rental Tax Exemption Certificate to the car rental agency when picking up your rental car so the vendor will not charge this tax.

Airfare

Flight Itineraries must be submitted for all flights.

Taxi/Uber

Origin and destination must be provided on all trips.

Personal Expenses

Do not charge any personal expenses on your University Travel Card.

Conservation of Funds

A state agency must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances in accordance with Texas Government Code Section 660.007.

Combining State and Personal Business

If a traveler combines personal travel with official state business travel, the traveler is only allowed reimbursement amounts that fall under the Textravel Chapter 660 of the Texas Government Code. Meals, lodging or car rental that were incurred on personal days cannot be reimbursed.

Overnight meal and lodging expenses incurred while traveling to and staying at a duty point the day before official State of Texas business begins at the duty point are reimbursable. Overnight meal and lodging expenses incurred while traveling to and staying at a duty point for more than one day before official state business begins at the duty point are not reimbursable unless the expenses are incurred to qualify for a discount airfare or traveling to the duty point reasonably requires more than one day and the expenses are reimbursable.

Overnight meal and lodging expenses incurred while staying at and traveling from a duty point the day after official state business ends at the duty point are reimbursable. Overnight meal and lodging expenses incurred while staying at and traveling from a duty point more than one day after official state business ends at the duty point are not reimbursable unless the expenses are incurred to qualify for a discount airfare or traveling to the duty point reasonably requires more than one day and the expenses are reimbursable.

A state employee who uses a rental car for both personal business and official state business may be reimbursed only for the portion of the rental charges that is attributable to official state business. A state employee may not be reimbursed for the car rental if the rental was necessary only because the employee combined personal business with state business.

Travel Expenses Incurred for Another Employee

Employees may pay for approved travel expenses incurred on behalf of another employee. If this occurs, the employee for whom the expenses were paid must provide an attestation statement that they will not be submitting a claim for travel expenses that were incurred on their behalf for business purposes.

60 Day Policy

All expenses must be adequately accounted for and submitted to the Office of Disbursements 'error-free' within 60 days or the expenses will be reported as taxable income to the employee and the department. Additionally, the travel card may be suspended.

This policy has been implemented to meet the "reasonable period of time" in the IRS Accountable Plan. Expenses that fall within the IRS Accountable Plan are not reported as taxable income to the employee.

IRS Accountable Plan

- expenses must have a business connection
- must adequately account for these expenses within a reasonable period of time
- must return any excess reimbursement or allowance within a reasonable period of time

DEFINITIONS

Actual Expense: University business expenses that are reasonable and appropriate to the circumstance. Personal expenses are not included.

Chartfields: Data fields used to segregate accounting information, i.e. cost center, department, fund, account, business unit, project, activity, and function.

Expense Report: This document is used in UT Share to reimburse business travel expenses. The expense report is used to provide a detailed record of the travel expenses as well as identify the nature of the business conducted.

International Travel: Travel to, in, or from any country outside of the United States or U.S. Territories and Possessions.

Travel Authorization: This document is used in UT Share to authorize travel for employees, prospective employees, students, and non-employees who are traveling for UT Arlington business.

UT Share: The computerized accounting system used at UT Arlington.

RELATED STATUTES, POLICIES, REQUIREMENTS FOR STANDARDS

| | |
|---|------------------------------|
| UT System Administration Policies and Standards | Other Policies and Standards |
|---|------------------------------|

| | |
|---|--|
| <p><u>Board of Regents' Rules and Regulations, Rule 20801</u></p> | <p><u>Internal Revenue Service Publication 463</u></p> <p>Texas General Appropriations Act, Article IX., Part 5</p> <p>Texas Government Code, Chapter 660, <i>Texas Travel Regulations Act</i></p> <p>Texas Government Code, Section 660.093, <i>Commercial Air Transportation</i></p> <p>Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Rule 5.22, <i>State of Texas Travel Guidance</i></p> <p>Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter F, <i>State Support Services-Travel and Vehicles</i></p> |
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CONTACTS

If you have any questions about Procedure BF-T-PR9 Athletics Department Travel Procedures, contact the following departments:

| Subject | Office Name | Telephone Number | Email/URL |
|---|--------------------------------|------------------|---|
| All topics in procedure | Procurement & Payment Services | 817-272-2194 | <u>travelservices@uta.edu</u> |
| Errors or changes report and website access | Office of Legal Affairs | 817-272-5577 | <u>kphillips@uta.edu</u> |