

## Procedure BF-T-PR5 Transportation Options in Travel Status

Responsible Officer: Chief Financial Officer and Vice President

Sponsoring Department: Procurement and Payment Services

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Errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)

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### PROCEDURE OBJECTIVE

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Procedure BF-T-PR5 details what rules and processes to follow when booking transportation or seeking reimbursement for transportation when traveling on university business. The forms of transportation discussed in this procedure include: air travel, personally owned motor vehicles, university-owned vehicles, and rental cars. This procedure does not apply for any transportation when UTA employees or students are traveling for personal reasons with personal funds.

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### RATIONALE

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A UTA employee or student traveling by rented or public conveyance is entitled to a transportation reimbursement equal to the actual cost of necessary transportation for performing official university business. Original receipts are required.

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### SCOPE

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All UTA employees or students using transportation when traveling for UTA business.

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## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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| UT System Administration Policies and Standards  | Other Policies and Standards |
|--|------------------------------|
| <a href="#">Texas Travel Regulations Act Chapter 660 of Texas Government Code</a><br><a href="#">Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, State of Texas Travel Guidance</a><br><i>Use of University-Owned Vehicles (CO-CV-PO2)</i><br><i>Driving Records and Training (CO-CV-PR2)</i><br><i>Meals, Lodging, Incidental Expenses and Other Fees for Travel for State Appropriated and Local Funds (<a href="#">Procedure BF-T-PR3</a>)</i><br><i>Travel Services (<a href="#">Procedure BF-T-PR8</a>)</i> |                              |

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## CONTACTS

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If you have any questions about this procedure, contact the following departments:

| Subject                                     | Office Name                    | Telephone Number | Email/URL   |
|---|--------------------------------|------------------|---|
| All topics in procedure                     | Procurement & Payment Services | 817-272-2194     | <a href="mailto:travelservices@uta.edu">travelservices@uta.edu</a><br><a href="https://www.uta.edu/business-affairs/travel">https://www.uta.edu/business-affairs/travel</a> |
| Errors or changes report and website access | Office of Legal Affairs        | 817-272-5577     | <a href="mailto:kphillips@uta.edu">kphillips@uta.edu</a>  |

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## DEFINITIONS

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

**Designated Headquarters:** The area within a 25-mile radius of the city in which a state employee's place of employment is located.

**Personal Expenses:** Expenses that benefit the employee or spender only and do not benefit the university either directly or indirectly. Also, includes inappropriate or excessive expenses that appear to be university related.

**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.

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## RESPONSIBILITIES

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### **The Traveler**

- Ensures that each travel arrangement is the most cost effective considering all relevant circumstances
- Keeps necessary original receipts when traveling
- Prepares, or delegates a university employee, to prepare the expense report when seeking reimbursement for transportation costs
- Attaches necessary original receipts, itinerary, or other supporting documentation when submitting an Expense Report

### **Associate Vice President for Business Affairs and Controller (or designee)**

- Reviews all exception requests related to this procedure

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## PROCEDURES

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### **Section I. Airfare/Air Travel**

#### A. Requirements to use travel agency for airfare.

Departments are required to use the University's contracted travel agencies, Corporate Travel Planners (CTP) or Anthony Travel Inc. (ATI), or the online booking tool (Concur) to book airfare. An exception to this is when the travel agency is unable to provide an airline fare within \$100 of a lower fair available from another travel provider/air carrier(s). Airfare contracted through CTP, ATI or Concur will be charged to the University's Corporate Business Account and billed directly to the cost center or project designated in the required Travel Authorization (ref. Procedure BF-T-PR1).

All airfare travel must be planned and conducted to achieve maximum economy and efficiency considering all relevant circumstances while complying with the guidelines set forth in this Procedure. It is optimal to purchase airfare 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. Use of CTP, ATI or Concur will assist travelers and confirm the best possible airfare based on contracted pricing and individual travel needs.

#### **Expense Report Requirement:**

- Flight Itinerary
- Airline Passenger receipt

#### B. Alternative Cheaper Airfare

Travelers that find the exact airfare at a savings of \$100 or more than through CTP, ATI or Concur, and CTP or ATI cannot offer a competitive airfare, must complete [Form BF-T-F9](#), an *Alternate Airfare Request Form*. The alternative airfare will be reviewed through the

exception request process (ref. Section V.) with appropriate support, including: an exact comparison with CTP / ATI flight number, date and time, departure and approval locations, and an email supporting CTP's or ATI's inability to price match.

Note: This is not available to federal funded travel seeking discounted airfare on a foreign carrier per the Fly America Act (ref. Subsection D. below).

**Expense Report Requirement:**

- **Approved Business Affairs Exception**

C. Seat Upgrades

Upgrades paid from University funds

Travelers that upgrade seating from coach/economy, and that the University will be paying for, must provide a justification from a physician (licensed medical doctor) to the Associate Vice President of Business Affairs and Controller, or designee. Travelers must update all physicians' notes on an annual basis. Additionally, an exception (see Section V) must be submitted prior to the designated travel dates. NOTE: An exception is required for each trip when seating upgrades are requested.

**Expense Report Requirement:**

- **Approved Business Affairs Exception**

2. Upgrades Paid with Traveler's Personal Funds

Upgrades to preferred seating paid by the traveler using personal funds are at the discretion of the traveler, and do not require an exception. These types of upgrades are not reimbursable, and will be handled by one of the following processes:

- a. Full Service Agent:  
Traveler will need to inform the travel agent of their preferred seating request, and if available, traveler will be required to give the agent their personal credit card information to complete the booking.
- b. Concur:  
Travelers cannot upgrade and pay for preferred seating within this portal. Instead, the traveler will need to use the "Comments to Agent" box that they would like a specific seat or preferred seat, and then finish the transaction. This comment will prompt the travel agency to call / email the traveler after the booking is complete and obtain the traveler's personal credit card information for payment of the upgraded seat.

D. Fly America Act – Use of Federal Funds for Airfare

Compliance with the [Fly America Act](#) is the responsibility of each traveler. Before making arrangements for air travel for University business, the traveler must determine the source of funding. If the travel is federally funded, the traveler must adhere to the Fly America Act.

1. Requirements - If the travel is federally funded, the traveler must use a U.S. flag carrier or a U.S. flag carrier under a code-share agreement

- a. Code Sharing occurs when two or more airlines “code” the same flight as if it was their own. A U.S. airline may sell a seat on a foreign air carrier’s flight. This seat is considered the same as one operated by a U.S. flag carrier. Compliance with the Fly America Act is achieved when the U.S. flag carrier’s designator code is present in the area next to the flight number on the airline ticket, boarding pass, or on the documentation for an electronic ticket.
2. Exception - The U.S. Government has entered into several air transport agreements that allow federally funded travel the use of foreign carriers under certain circumstances. These agreements are called “Open Skies Agreements.” A list of agreements can be found on the [GSA website](#).

## Section II. Personally Owned Motor Vehicle

- A. Travelers will be reimbursed for mileage in accordance with [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#), which is usually updated January 1 of each year. Archived mileage rates may be viewed by [POV Mileage Rate Archived](#). Mileage is based on the shortest, reasonable highway distance. Mileage between addresses (point to point calculation) may be derived from an employee's odometer reading, 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:
    - a. airfare with/without car rental  
**Note:** Airfare costs must be from CTP, ATI or Concur
    - b. car rental  
**Note:** Car rentals costs must be from one the Auto Rental Agencies (ref. subsection IV)
    - c. total mileage, round trip, for personal vehicle
    - d. any other transportation means
  3. If the traveler did not use the most cost-effective course of transportation, Disbursements reserves the right to reimburse at the lower of the rates.  
**Note:** Mileage within designated headquarters does not need a cost comparison.
- C. Reimbursement for mileage between an employee's residence and place of employment is not allowed.

- D. 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. 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  $\leq$  travel from headquarters**

### **Section III. University-Owned Vehicle**

Gasoline receipts paid for personally by an employee will be reimbursed when using university-owned vehicles. **Receipts are required.** For rules and procedural guidelines for the operation of a university-owned vehicle please *Use of University-Owned Vehicles* ([CO-CV-PO2](#)).

**Expense Report Requirements:**

- **Receipt for purchase of gasoline**

### **Section IV. Auto Rentals**

The University of Texas System has contracted with specific auto rental companies - Avis / Budget, Enterprise / National and Hertz. As such, all travelers are **required** to use the dedicated auto rental companies.

- A. University travelers should reserve a car through CTP, ATI or Concur. This will ensure all travelers receive the University of Texas System contracted rates and the insurance coverage at no additional charge. Additionally, all car rentals booked through CTP, ATI, or Concur will be charged to a Corporate Business Account, minimizing the traveler's out-of-pocket costs.
- B. If reserving a car direct through a contracted vendor, provide the following rate identifier for the appropriate vendor. This will ensure the traveler receives the contract rate and the insurance coverage at no additional charge:
  - 1. Avis #S828002
  - 2. Budget #R524102
  - 3. Enterprise - #UTS222
  - 4. National - #UTS222

5. Hertz - #CDP 1989414

- C. Contracted car rentals cover only items that have been deemed reimbursable by the State of Texas. Contracted rental rates include the Collision Damage Waiver (CDW). When renting an automobile, the employee should refuse the CDW Insurance, since it is included in the contracted rental rate. If CDW is not refused, the University will not reimburse the duplicate charge. When other rental agencies are used (non-contracted agencies), the traveler risks paying higher rates that may not be reimbursed by the University.

The State has ruled that the cost of personal accident insurance and safe trip insurance of personal effects coverage incurred in conjunction with car rentals are not a reimbursable expense.

- D. A charge for an additional driver may only be reimbursed if incurred for a business reason.
- E. If a traveler books a car rental outside of CPT, ATI or Concur, the Texas sales tax on rental cars is reimbursable as well as sales tax on rental cars imposed by other states. The traveler is encouraged to present [The Motor Vehicle Rental Tax Exemption Certificate](#) (page 2 only) for rentals occurring in the state of Texas. The traveler will complete the following fields: (1) Exemption – Check “Public Agencies”; (2) Name of Organization – “University of Texas at Arlington”; (3) Signature – Traveler’s Signature; (4) Address of Traveler – University Department Address (Street and number, City, State and Zip Code).
- F. UTA will not reimburse other insurance coverage or items, such as liability Insurance supplement (SLI), personal liability insurance (PLI), road hazard, GPS navigation systems, child booster seats, etc.
- G. A detailed receipt/contract showing all options being claimed for reimbursement and the amount paid must be provided. Fuel charges incurred for a rental car are reimbursable to the employee with a valid receipt.
- H. Fuel charges incurred for a rental car are reimbursable to the employee with a valid receipt. Traveler must purchase gas prior to returning the rental vehicle. Travelers will not be reimbursed for fuel charges incurred by the rental car company for not returning the vehicle full of fuel.
- I. If a vehicle is rented one (1) day prior to the actual start date of a Travel Authorization or returned one (1) day after the actual end date of a Travel Authorization, an Exception to this Procedure is NOT required.

Rentals that occur more than two (2) days prior / after Travel Authorization dates must have an attached memo explaining in detail the benefit of this cost to the university. The memo must be signed by an executive leader of the paying unit.

- J. Non-Contract Rental Car Vendors:  
If you rent a vehicle from a non-contract rental car vendor, with a pre-approved exception, insurance may or may not be included in the base rental rate. Inquire at the time of rental if the contract insurance coverage is included. If it is not, you must purchase a collision damage waiver or a loss damage waiver. A charge for a liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance is not reimbursable.

**Expense Report Requirements:**

- **Detailed receipt/contract**

- **Receipt for re-fueling rented vehicle**
- **Memo signed by the executive leader of the paying unit 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. Exceptions to This Procedure**

There may be occasions when travelers need to request an exception (this applies only to chartfields following local rules). Exceptions to this procedure must be obtained prior to the start of travel, documented in writing and final approved by the Associate Vice President for Business Affairs and Controller, or designee. The request must be submitted using the BA Exceptions Tracker Request menu located in [UTA SharePoint](#) . Each request should include detailed justification for the exception and the benefit to the University if the exception is granted. Documentation of the request and its disposition will be maintained in the Business Affairs online policy exceptions files. In every case the account administrator is responsible for ensuring that all travel and charges are appropriate, comply with the source of funds, and support the mission of the University.

**NOTE:** The circumstances of the request will be taken under consideration. Any exception ultimately granted does NOT alter the existing travel policy and should not be construed as precedent for allowing repeated exceptions to the existing policy.

### **Expense Report Requirement:**

- **All approved Business Affairs Exceptions must be attached**

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## **FORMS AND TOOLS/ONLINE PROCESSES**

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[Form BF-T-F9, Alternate Airfare Request Form](#)

[Fly America Act](#)

[Open Sky Agreements](#)

[GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rate](#)

[Motor Vehicle Rental Tax Exemption Certificate](#)

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## **APPENDICES**

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None