

## Travel for Persons Other Than Faculty and Staff Does Not Apply to State Appropriated Funds [On 8-13-2016]

Responsible Officer: Chief Financial Officer and Vice President

Sponsoring Department: Procurement Services

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Errors or changes to:

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### PROCEDURE OBJECTIVE

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Procedure 2-87-2 provides procedural guidelines for UTA prospective employees, non employees and students who are traveling for UTA business. This procedure details which forms to process for reimbursement, billing arrangements and which accounts to charge when these groups travel for UTA business. In addition, this procedure explains the rules for UTA prospective employees and non-employees who are traveling internationally and UTA students that are traveling internationally on university-sponsored trips.

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### RATIONALE

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Rules and policies governing the approval and billing of travel for persons other than faculty and staff come from a variety of sources including the State of Texas Travel Regulations Act (Chapter 660 of the Texas Government Code) and the Board of Regents' Rules and Regulations. It is essential that the correct process and forms be completed for such travel and that student travel expenses never be charged to a state appropriated fund (21xx).

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## SCOPE

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All UTA prospective employees, non employees, and students who are 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
<p><i>Request for Travel Authorization and Obtain Permission to Travel</i> (<a href="#">Procedure 2-80-2</a>)  <i>International Travel</i> (<a href="#">Procedure 2-83-2</a>)  <a href="#">Texas Travel Regulations Act Chapter 660 of Texas Government Code</a>  <a href="#">Texas General Appropriations Act, Article IX., Part 5</a>  <a href="#">Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Rule 5.22.</a></p>	

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## CONTACTS

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If you have any questions about Procedure 2-87, *Travel for Persons Other Than Faculty and Staff (Does Not Apply to State Appropriated Funds)*, contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in procedure	Procurement Services	817-272-2194	<a href="mailto:travel_help@uta.edu">travel_help@uta.edu</a> <a href="http://www.uta.edu/policy/bac/travel">http://www.uta.edu/policy/bac/travel</a>
Website access	Office of Legal Affairs	817-272-5577	<a href="mailto:kphillip@uta.edu">kphillip@uta.edu</a>

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## DEFINITIONS

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

**Local Funds:** All chartfields that are not State Appropriated Funds. Please check with the head of your department or the account administrator for specific travel or entertainment restrictions which may be placed on individual chartfields within the Local Funds accounts.

**State Appropriated Funds:** Chartfields that are funded by State general revenue. Most state appropriated chartfields have Fund "21xx". State appropriated funded chartfields also appear in other numbered chartfield series.

**The Travel Authorization:** The approval process in UT Share to authorize travel for employees, prospective employees, students, and non-employees who are traveling for UTA business.

**Expense Report:** A report 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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Individual(s) and/or University Department Responsible for Travel Planning

- Prepares a Travel Authorization prior to the travel date and an Expense Report after travel has occurred.
- Informs prospective employees, consultants, speakers, and independent contractors in advance that telephone charges, movies, room service and other miscellaneous charges are not reimbursable by the University.

### **Students or University Employees Traveling for University Business**

- Obtain approval from the UTA International Oversight Committee before traveling to any country listed on the U.S. State Department Travel Warning list.
- Obtain International SOS registration prior to traveling internationally.

### **Travel Services**

- Reviews all submitted travel expense reports, and receipts to insure the travel expenses are in accordance with University travel policy.

### **University Faculty/Staff Member Responsible for Student Group Travel/Team Travel**

- Includes all receipts from the trip.

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## PROCEDURES

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### Section I. Prospective Employees

Travel reimbursements for prospective employees are processed on an Expense Report. If there will be airfare purchased through one of the dedicated travel agencies, the department must have a Travel Authorization in place prior to the travel date and process an Expense Report after travel has occurred.

### **Section II. Consultant/Speaker/Independent Contractor**

- A. If the Consultant/Speaker/Independent Contractor is not incorporated or does not have a Federal Identification Number, the department must process an *Authorization for Professional Services* ([Form 1-8A](#)) with the Payroll Office prior to travel dates.
- B. When payment to a consultant/speaker/independent contractor will involve payment for services **and** reimbursement of travel expenses, the department must process an *Authorization for Professional Services* (Form 1-8A) with the Payroll Office, **and**

complete UTShare modules' *Travel Authorization* and *Expense Report* for Travel Services.

- C. If the Consultant /Speaker/Independent Contractor's travel is a mileage only reimbursement, an APS Form is not required, but will require the processing of a UTShare *Expense Report*. If the mileage is part of an overnight travel, the department must have a completed *Travel Authorization* and *Expense Report*, both in UTShare.

### **Section III. International Travel for Prospective Employees/Consultant/Speaker/Independent Contractor**

Prospective employees, consultants, speakers and independent contractors do not have to seek approval from the UTA International Oversight Committee (IOC) when traveling to countries where a travel warning has been issued by the U.S. Department of State, however, UTA should not require travel to these countries without conferring with the University Attorney. Moreover, prospective employees, consultants, speakers and independent contractors do not have to register with International SOS when traveling internationally.

### **Section IV. Expense Processing for Prospective Employees/Consultant/Speaker/Independent Contractor**

If a Prospective Employee / Consultant / Speaker / Independent Contractor will be incurring travel expenses that will be reimbursed by the University, the following procedures must be followed:

- A. Establish Traveler Profile in UTShare

A travel profile must be created in UTShare for travelers who are not employees. The traveler must complete Form 2-104, which is forwarded to Travel Services for entry into UTShare. Travel Services will establish a profile and provide an identification number to the department. This identification number will be used in place of an employee identification number (Empl ID) for establishing travel documents.

- B. Travel Authorization:

A travel authorization is required **only** if the University is purchasing airfare from one of the dedicated travel agencies, or reimbursing the non-employee for expenses. C. Hotel Charges:

- 1. The department has 2 options for hotel charges:
  - a. Reimbursement: The prospective employee / consultant / speaker / independent contractor self pays, and is reimbursed. This will require that a Travel Authorization be in place prior to travel.
  - b. Direct Bill: The department must arrange for the hotel bill to be direct billed to the department. Travel Authorizations are not required.

When the direct billed invoice is received from the hotel, the department will process a non-PO payment voucher in UTShare and electronically attach the invoice to the non-PO payment voucher

2. Non-allowable/non-reimbursable charges include, but are not limited to, telephone charges, movies, room service and other miscellaneous charges.

The traveler and the hotel should be informed of these restrictions in advance by the department making the arrangements.

**NOTE:** An exception to this will be executed contracts that have provisions requiring the University to pay these charges for the guest.

- D. Airfare – Using University’s Travel Agencies (Ref. [Procedure 2-81-2](#))

The department may arrange for the airline ticket to be direct billed to the University by use of the Corporate Business Account (CBA) through one of the University’s authorized travel agencies, when there is a benefit to the University for travel. The travel agency is contacted and airfare booked by providing the Travel Authorization number. Campus departments will need to retain the invoice from the travel agency to record it on the UTShare Expense Report for any direct billed airfare

- E. Upon completion of travel, an Expense Report must be processed in UTShare if the University will be reimbursing the non-employee for any travel associated expenses, or to pay for booked airfare charged to the CBA account.

## Section V. Student Group Travel/Team Travel

Regulations for Student Group Travel follow local travel rules for Faculty and Staff. Student travel expenses can NEVER be charged to a state appropriated chartfield fund 21xx.

- A. When a faculty or staff member takes students on a trip, the benefit to the University must be clearly stated on the Travel Authorization. The student expenses may be included in the encumbered amount on the Travel Authorization of the sponsoring faculty member. The names of all students must be included on the Travel Authorization in the COMMENTS section of the Travel Authorization, or as an attachment to the Expense Report.
- B. A *Travel Authorization* is required prior to making travel arrangements. An *Expense Report* is needed for each faculty or staff member traveling. Student expenses may be included on the Expense Report of the sponsoring faculty member that accompanies the students on the trip. The faculty/staff member responsible for this travel is responsible for including ALL receipts for the trip.
- C. Students who are traveling internationally on university-sponsored trips must obtain approval from the UTA International Oversight Committee (IOC) before traveling to any country listed on the U.S. State Department Travel Warning list. Moreover, programs or travel in progress when a travel warning is issued will be evaluated by the UTA IOC to determine whether the threat is imminent and if students should be recalled. Last, students traveling internationally on university-sponsored trips must register with International SOS. For more information about the International Oversight Committee

and registration with International SOS please see *International Travel*([Procedure 283-2](#))

- D. A *Travel Cash Advance* is permissible for student group travel up to the amount on the Travel Authorization minus any direct payments made (i.e. airfare charged to the CBA account).

Reminder: Repayment of travel cash advances or an Expense Report accounting for the use of funds is due within 15 days upon return from travel.

- E. Direct payment for room and room tax can be processed to pre-pay the hotel. When foreign travel is involved documentation from the hotel is required. Any cancellation or penalty fees must be taken into consideration before arrangements are made.

Reminder: Pre-paid expenses should not be claimed on the Expense Report for reimbursement. However, receipts pertaining to the pre-pay should be obtained while in travel status and sent to Travel with notation that this is the receipt for the pre-paid expense. These receipts will be attached to the original voucher that authorized the direct payment.

- F. Original receipts are required for all expenses claimed for reimbursement. This rule also applies to meals whenever student group travel is involved. When this is not feasible, a signed acknowledgement from each student specifying the date and amount given them is considered acceptable for documentation purposes.
- G. Attending special events is a reimbursable expense only when there is a stated benefit to the University for such expenditures. Entertainment costs are not considered as a benefit and therefore would not be reimbursable.

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## FORMS AND TOOLS/ONLINE PROCESSES

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*Authorization for Professional Services* ([Form 1-8A](#)) [Business Affairs Training UPK's](#)

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## APPENDICES

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None