

BUSINESS SERVICE CENTER

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UNT System Travel Guidelines

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OVERVIEW

GENERAL INFORMATION - common definitions of travel terminology and how they impact the university.

Conference Registration – Registration prior to travel should be purchased using an Individually Billed Travel (IBT) card, purchasing card or a requisition through the BSC Purchasing Area requisition process.

Conservation of Funds – it is expected that all university travel is planned and conducted to achieve maximum cost efficiency. All expenses must be reasonable, necessary, appropriately documented/explained and properly approved.

Corporate Travel Planners (CTP) – the UNT System preferred vendor for travel planning and payment.
www.concursolutions.com.

Currency Conversion- All expenses incurred on foreign travel must be converted to U.S. dollars and should reflect the rate on the date of travel.

- Conversion documentation for each expense must accompany the travel voucher.
- Currency can be converted online at <http://www.oanda.com/converter/classic>.
- When using a credit card to pay for foreign travel expenses, the conversion rate is calculated by the issuing bank for the credit card company.
 - A copy of the credit card statement must accompany the travel voucher as conversion documentation.
 - The credit card number should not be listed in its entirety (last 4 digits) to insure compliance with Payment Card Industry (PCI) standards.
Note: It is recommended that the credit card number is redacted (if electronic) or use a marker to cover all but last 4 digits.

DeptID/ProjID- a DeptID or ProjID setup in accordance with guidelines of the member institution and holds the funds used to cover expenditures. Once established, the expenditures must follow pre-established regulations for university funds.

Designated Headquarters – defined as the boundaries of the city in which the employee's place of employment is located.

- Establishment of an alternate designated headquarters outside of this definition requires approval of the DeptID/ ProjID holder.
NOTE: The Office of Research Services or Grants is required to approve any expenditure on ProjID's.

Employee - An individual who is employed part-time or full-time by the UNT (University of North Texas) System, UNT, UNT HSC (Health Science Center) or UNT Dallas and eligible to travel on university business.

Foreign Travel - An employee is entitled to be reimbursed for travel expenses incurred while conducting university business in a foreign country.

- Travel to Canada and Mexico is not considered foreign travel.
- For *UNT* employees in Denton only, the UNT International office encourages anyone travelling internationally to log their upcoming trips using the link provided below. This allows UNT International to provide travelers with services such as international travel insurance, regional travel advisories, information from the Center for Disease Control regarding required vaccinations, and other information.

Individually Billed Travel Card (IBT) - is issued by the State of Texas through Citibank. The IBT card is the preferred method of payment for employee's business related travel expenses.

- Employees must complete an application to Citibank for approval. Upon approval, the card is issued in the employee's name and will be sent to the employee's home address.
- Citibank does not report the existence of the account to the credit bureaus.
- The IBT allows an employee a more efficient way to pay for business related travel expenses.
- Employees are eligible for state contracted rates (airfare/hotel/rental car) using the IBT.
- An IBT cardholder will be billed for all charges placed on the credit card and is responsible for payment by the due date.
- Any expenses placed on the card prior to the trip (i.e. airfare, hotel deposit etc.) will be reimbursed to the traveler prior to the trip by submitting a travel voucher along with receipts for processing.
- Card should not be used for non-university travel expenses.

Packaged Travel Services – is the purchase of at least two travel arrangements (i.e. airfare, lodging, and rental car) from an agency or service. Corporate Travel Planners (CTP) is the preferred service for packaged services.

www.concursolutions.com

Signature Authority Proxy– DeptID/ProjID holders and Supervisors may assign another person to sign on their behalf in their absence.

- A proxy request (email) should be sent to BSC Travel at bsc@untsystem.edu from the DeptID/ProjID holder or Supervisor assigning signature authority.
- The proxy tool for the online booking tool, Corporate Travel Planners, CTP/Concur is created within the software system. Assigning proxy for booking travel is referred to as assigning an "arranger".

Tax implications- Reimbursements for travel meeting the following criteria, in accordance with IRS directive will be sent to the Payroll Office and listed as taxable wages.

- **Over 60 day reimbursements** – A reimbursement request for travel expenses that is submitted after 60 days from the last day of travel or the expenses.
- **No Overnight stay meal reimbursement**- A reimbursement for meals when there is no overnight stay.

Travel Funds – Travel expenses are restricted to local funds for all System and Institutional travel. The only exception for travel on state funds is from the following sources:

- UNT - DeptID/ProjIDs: 33XXX – RDF; GAXXX – RDF funded grants; 40840 and 41XXX/42XXX – ATP/ARP.
- UNT HSC - DeptID 620XX and 622XX – Tobacco Endowment

Travel reimbursement – The payment for expenses incurred by an employee on university related business following the rules as established in the guidelines.

Travel to Washington, D.C - travel to Washington, D.C. will be reported to the "Office of State – Federal Relations" by the Business Service Center (BSC) Travel Area for any trip with the purpose of conferring on legislative or appropriation issues with U.S. Congress/Federal Government staff or officials.

KEY ROLES- a list of different roles with an explanation of the responsibilities of each in the travel process.

BSC Travel Area –assist and facilitate the travel program (travel services coordination and reimbursement of travel expenditures) for the member institutions in a timely and efficient manner while maintaining control and sustainability of University funds.

Departments - The department is responsible for ensuring that travel guidelines are followed and for maintaining the original supporting documentation for travel until the trip is complete and payment is reconciled.

DeptID/ProjID holder - has the budget authority for approved expenses on a fund where they have official signature authority. The DeptID/ProjID manager is responsible for reviewing and approving travel documentation before submitting to BSC Travel for processing.

Executive – is defined in System Regulation 8.1003 which states an executive is the Chancellor of the System and the Presidents of the Institutions.

Office of Research Services (ORS)/Grant Office-The Office of Research Services on the UNT and UNT Dallas campuses or the Office of Grants and Contracts on the HSC campus are responsible for approving any expenditure on grants. Both offices should review the approval to travel prior to the submission to the BSC.

Supervisor- is required to approve an employee traveling prior to the trip on the Travel Budget Authorization form (TBA) and when trip is completed on the travel voucher request for reimbursement.

Traveler – An employee of a member institution who is traveling on behalf of the university on university related business.

Travel Coordinator –responsible for preparing travel documents to ensure that all required information is included and reconciles to the receipts. In the forms section of this document is a spreadsheet to assist with reconciling travel expenses and is recommended for trips over two days. http://bsc.untsystem.edu/Forms-Library?tid=All&field_description_value=worksheet

APPROVAL PROCESS- The approval requirements listed are the minimum requirements established and required by the BSC for timely reimbursement. A member institution and/or a department within the member institution may adopt stricter guidelines regarding approvals for travel to strengthen the approval process and controls.

- The [Travel Budget Authorization Form](#) should be completed prior to travel and approved by the supervisor, DeptID/ProjID holder, Grants or Research Services (if necessary) and submitted to the BSC immediately if an advance is required or with the requested reimbursement voucher upon completion of the trip.
- If the traveler is the DeptID/ProjID holder, the supervisor must approve charges in CTP and the reimbursement voucher. A DeptID/ProjID holder should not approve their own travel expenses.
- Foreign travel on state funds must have *approval prior to traveling which must include* the President/Chancellor or their designee.
- The DeptID/ProjID holder has the budget authority for the funds being used for the travel expenses.
- Additional approval for expenses on a ProjID approval must be obtained from the following;
 - The Office of Research Services (ORS) for the UNT and UNT Dallas campuses
 - The Office of Grants and Contracts for the UNTHSC campus
- The Supervisor is required to approve the travel budget authorization form before a trip occurs and the travel voucher after the trip occurs.

- A department may require additional approval within their specific area that is not required by the BSC. It is important to know your internal guidelines that may not be referenced in the UNT System Travel Guidelines.

CLASSIFICATION OF TRAVELERS

Prospective Employee Travel- Reimbursements of travel expenses for a prospective employee is allowed and follows the normal approval process.

- Advance travel arrangements for prospective employees will be available through CTP.

Prospective Employee Spousal/Family travel- Travel expenses for a prospective employee's family are allowed with proper approval and will be reported to the Payroll Office as taxable income.

Student Travel – currently enrolled student traveling on university related business are eligible to use CTP to assist with travel arrangements or they may have expenses reimbursed.

Spousal Travel –Reimbursement of travel expenses for an employee's spouse is allowed with approval of the President/Chancellor in addition to the normal approval process.

Team/Group Travel - travel involving at least one student and one employee of any member institution.

- Advance services through CTP are available for team/group travel, as well as reimbursement after travel.
- For cash advances, the employee will be designated as the custodian of the funds and is responsible for retraining all travel documentation.

ADVANCE SERVICES

Advance services, utilizing CTP, or cash advances, are available for employees and currently enrolled students to secure travel arrangements for university related travel. To confirm if advance services are allowed on state funds, please review the quick reference table under expenses.

Approval to Travel – individuals must have the appropriate approval to travel when requesting advance services.

- CTP will utilize an approval workflow to obtain DeptID/ProjID holder approval; no additional paperwork is required for expenses purchased in CTP. However, the Travel Budget Authorization form must be submitted with the travel voucher to show prior approval was provided by the supervisor.
- If the traveler is the DeptID/ProjID holder, the supervisor approval charges in CTP. A DeptID/ProjID holder should not approve their own travel expenses.

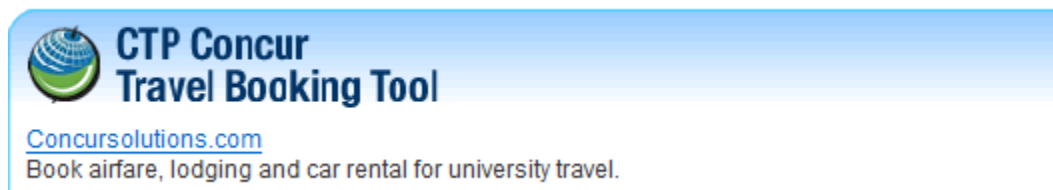
FAILURE TO APPROVE CTP/Concur requests IN A TIMELY MANNER MAY RESULT IN A MORE EXPENSIVE AIRFARE

- Cash Advances require a Travel Budget Authorization form with the appropriate approvals to be submitted to BSC Travel, traveladvance@untsystem.edu within 10 business days prior to the first day of travel.

Cash Advance funds provided prior to travel – the preferred method of disbursement is through an Electronic Fund Transfer (EFT), although a check can be requested, where appropriate (as for Athletic Team Travel). Requests for cash advances are limited to the following:

- Employees who do not qualify for an IBT,
- Foreign travel where credit cards are not accepted or
- Team travel.

CTP (Corporate Travel Planners) - CTP is the preferred travel booking agent for employee travel and offers services that allow employees and/or designated administrative staff to book airfare, hold hotel and rental car reservations as well as manage their travel arrangements online at my.unt.edu under the Human Resources tab.



The banner features a blue gradient background. On the left is a globe icon. To its right, the text "CTP Concur Travel Booking Tool" is displayed in a bold, dark blue font. Below this, the website "Concursolutions.com" is listed in a smaller blue font, followed by the tagline "Book airfare, lodging and car rental for university travel." in a dark blue font.

NOTE: The online booking tool used by CTP is referenced as CONCUR. The actual functionality of the online tool is a Concur product which is available with CTP. All email correspondence (approval, itineraries) will come from Concur.

Overdue documentation – employees or currently enrolled students that have used advance services or received a cash advance must submit a reconciling voucher within 7 business days from the date of return.

- An overdue voucher will result in the following;
 - Additional advance services will not be allowed until documentation has been submitted and reviewed for accuracy.
 - A cash advance will not be an option for future travel arrangements.

- Travel reimbursement vouchers will not be processed for an employee with overdue documentation requests.

EXPENSES

Local Funded Travel:

A member institution and/or a department within the member institution may adopt stricter guidelines regarding reimbursement of expenses. Travelers should become familiar with the travel requirements established by their departments and member institutions prior to traveling.

Transportation – an employee is entitled to be reimbursed for transportation charges incurred while conducting university business. The employee should select the most cost effective method of transportation available. Details on transportation are described in this section.

- **Airfare**
 - **First Class/Business Class fare** - First class or business class travel may be reimbursed for System and Institution executives. See System regulation#08.1000, [http://untsystem.edu/pdfs/policies/08.1000%20Executive%20Travel%20\(00044696\).PDF](http://untsystem.edu/pdfs/policies/08.1000%20Executive%20Travel%20(00044696).PDF).
 - **Airfare** expenses are reimbursed at the actual cost of Coach Class fare on a commercial airline. It is recommended that the most cost effective airfare be obtained.
 - **Preferred seating** charges and extra baggage fees are allowed with DeptID/ProjID approval.
 - **Personal** airfare mileage points, reward points, other non-monetary incentives or discounts will not be reimbursed.
 - Airfare purchased with CTP does not require a travel voucher submission. The DeptID/ProjID will be expensed once the booking and confirmation is complete.
 - Airline tickets purchased through CTP must be cancelled prior to the flight’s schedule departure in order for an airline credit to be issued. Airline credits can be held in the traveler’s name for one year from the original date of purchase. The name cannot be changed. The traveler has one year from the original date of purchase to use the ticket for business related travel before the credit expires. The fee to apply that credit to future trips is the responsibility of the department.
 - **Business ExtrAA®** - when using American Airlines for university business travel, employees are encouraged to use the “Business ExtrAA®” account numbers.
 - The “Business ExtrAA®” account numbers for each institution are:
 - UNT SYSTEM = #860312
 - UNT HSC = #921XD06
 - UNT = #772672
 - UNT DALLAS = #859437
 - **State contract fares** - State airfare contract rates offer the ability to cancel flights without penalty to the traveler or member institution.
 - State contract airfares may only be used in conjunction with university related travel and may only be purchased with State issued credit card (IBT). Visit the state’s

website for additional information,

<http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>

- CTP also offers negotiated contract rates and is the preferred method for arranging airfare.
- **TSA (Transportation Security Administration)** - The TSA Secure Flight Program requires that travelers provide their name as it appears on the government identification card they plan to use when traveling. Travelers are also required to provide their date of birth and gender.
- **Receipt requirements** – for an employee to be reimbursed for a non CTP purchased airfare expense, the employee must provide proof that the expense was incurred. A complete passenger receipt issued by a commercial airline company or an itinerary issued by the company or a travel agency serves this purpose.
 - The receipt or itinerary must include the following:
 - The name of the employee and airline, and
 - The ticket number, and
 - The class of transportation, and
 - The travel dates, and
 - The amount of the airfare, and
 - The origin and destination of each flight, and
 - Proof of payment.
- **Rental Cars** – employees are entitled to reimbursement for the cost of renting a vehicle to conduct university business.
 - Direct billing for rental cars is provided through CTP for Enterprise and National. All charges will be billed directly to the BSC Travel area. The expense will be processed against the DeptID/ProjID listed in the itinerary.
 - State contract vendors, to include vendors through CTP, include all required coverage's:
 - LDW (Loss/Damage Waiver or comprehensive), which covers all damage to the rental vehicle if it was rented under the state contract;
 - Liability, which covers persons and property outside the rental vehicle. The amount of this extended liability insurance is \$100,000 bodily injury per person, \$300,000 bodily injury per occurrence
 - Property damage, \$50,000 per occurrence
 - For additional information, visit the state's website, <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract>
 - When a contracted vendor is not used, the employee is encouraged to check with their personal insurance company about coverage necessary when renting a car.
 - Purchasing insurance from the rental company requires prior approval from the DeptID/ProjID holder for reimbursement.
 - **Gas expenses** will be reimbursed from actual receipts for vehicles rented and used for business related travel.
 - **Mileage reimbursement** may not be claimed when renting a vehicle for business travel. Mileage in personal vehicles can be claimed for reimbursement.
 - You may use the rental car calculator to help determine whether it is more cost effective to use a rental car than reimburse a traveler for mileage. http://bsc.untssystem.edu/sites/default/files/Rental_Car_Savings_Calculator.xls
 - **Receipt requirements** - for an employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose.

The receipt must include the following:

 - The name of the rental company, and
 - The name of the employee renting the vehicle, and
 - The starting and ending dates of the rental, and

- An itemization of expenses incurred, and
 - Proof of payment.
- **Fleet Vehicles** – employees may also use any Institutional Fleet vehicles that may be available when traveling within the State of Texas for business related travel, if this is more cost-effective. Visit Facilities’ website at <http://facilities.unt.edu/motorpool/newres> for more information.
 - **Parking** –employees may be reimbursed for parking expense incurred while traveling in a personally owned or leased vehicle, rental vehicle, or state-owned or leased vehicle.
 - Receipts will not be required on expenses less than or equal to \$10.00. If receipts for amounts over \$10 are not provided, the employee must provide supporting documentation with the travel voucher.
 - Discount rates have been negotiated for airport parking. Please go to website, <http://www.unt.edu/transit/airport%20parking.html> for additional information.
 - **Toll Charges** – employees may be reimbursed for tolls paid when traveling in a personally owned or leased vehicle, rental vehicle, or state-owned or leased vehicle.
 - Receipts will not be required on expenses less than or equal to \$10.00. If receipts for amounts over \$10 are not provided, the employee must provide supporting documentation with the travel voucher.
 - **Public Transportation** – employees are entitled to be reimbursed for the actual cost of transportation by bus, subway, other mode of mass transit or taxi if incurred to conduct university business.
 - The cost is only reimbursable if provided by a commercial transportation company.
 - Receipts will not be required on expenses less than or equal to \$10.00. If receipts for amounts over \$10 are not provided, the employee must provide supporting documentation with the travel voucher.
 - **Mileage** – employees are entitled to be reimbursed for mileage incurred to conduct state business. The mileage reimbursement rate is inclusive of all expenses associated with the employee’s use of his or her vehicle.
 - Mileage will be reimbursed per the online mapping tool, [Google maps](#).
 - Google maps are no longer required to be submitted with the travel voucher.
 - From/To destinations must be included on the travel voucher or;
 - Actual odometer reading noting From/To.
 - The BSC Travel Area will follow current mileage rate established for the State of Texas, <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php> .
 - Frequent mileage reimbursements between member institutions and airports are included for use on the BSC website at <http://bsc.untsystem.edu/sites/default/files/FrequentlyUsedMileageDistancesFinal.pdf> .

Meals and Lodging - Meal and lodging reimbursement rates differ depending on whether the travel is in-state or out-of-state.

- **Meals** - employees may be reimbursed for a meal expense incurred on a day that the employee conducts university business.
 - Department Heads will be able designate if a traveler may receive the maximum allowable rate (per diem) or actual meal expenses, with or without a limit. This will be indicated on the Travel Budget Authorization form for any travel (in-state, out-of-state and foreign).
 - Reimbursing at the maximum allowable rate when in the state of travel will be reimbursed at a rate of 75% of the rate on the beginning and ending date of travel.
 - An actual meal reimbursement is not allowed without supporting detailed receipts which should include proof payment.

- Meal reimbursements on Proj IDs may be per diem or actuals (which require a detailed receipt). Tips or alcohol are never allowed for reimbursement.
 - Individual departments can establish their own maximum reimbursement amounts. Travelers should become familiar with the travel requirements established by their departments and member institutions prior to traveling.
 - The DeptID/ProjID Holder will be responsible for monitoring any departmental established maximums. NOTE: The Office of Research Services or Grants is required to approve any expenditure on ProjID's.
 - Any meal included in a conference registration will not be considered a reimbursable expense without explanation. The conference agenda must be provided with the travel voucher.
 - Business Meal reimbursements require purpose of the meal, detailed receipt (which includes name and location of the restaurant, number of people served) and amount of the expense and a list of participants.
- **Lodging**- employees are entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts university business.
- Actual lodging expenses at a commercial lodging establishment are allowed with receipts for any travel (in-state, out-of-state and foreign).
 - Hotels offer discounted rates for state employees on transient travel while doing business for the State of Texas. A state issued credit card (IBT) must be used to obtain these rates. Please review the website, http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm if you are interested in these rates.
 - Individual departments can establish their own maximum reimbursement amounts.
 - The DeptID/ProjID Holder will be responsible for monitoring any departmental established maximums.
 - NOTE: The Office of Research Services or Grants is required to approve any expenditure on ProjID's.
 - For lodging in Texas, Texas State Occupancy Tax should not be assessed to any travel within the state of Texas. Travelers should present the completed tax exemption form, http://bsc.untsystem.edu/sites/default/files/HOT_Tax_Blank.pdf to the hotel front desk at the time of check in. Although the hotels are not required to accept the exemption form, employees must present the form at check in.

NOTE: If the commercial lodging establishment denies the exemption, the employee must state that fact on the travel voucher when claiming the expense.
 - Lodging taxes should be separated from the lodging expense on the travel voucher.
 - Incidental charges should not be listed as part of the lodging expense on the travel voucher. The room expense is reimbursed as lodging. All other approved expenses should be reimbursed under their proper category (i.e. incidental or meals).
 - Receipt requirements for reimbursement are as follows:
 - The name and address of the commercial lodging establishment,
 - The name of the employee,
 - The single room rate,
 - A daily itemization of the lodging charges; and
 - Proof of payment.
- **Incidental Expenses** - expenses incurred that do not fall into one of the previously described expense categories listed above. Incidental expenses include, but are not limited to the following:
- Telephone calls where official business is being conducted on behalf of the System or member institution.
 - Copying charges for specific business purposes that could not be accomplished prior to travel and shipped ahead of the traveler.
 - Shipment of materials to or from the destination if required.

- Foreign Travel – Charges paid to U.S. Department of State for foreign travel, departure taxes, inoculations and currency conversion fees.
- Books and other documents purchased on behalf of the System or member institution while in travel status and shipment charges for these items to be shipped back to the travelers designated headquarters.
- Internet connection or wireless fees incurred during travel if used for System or member institution business.
- Navigation devices, must submit justification why this expense was required.
- **Tips/Gratuities** - something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.
 - Tips/Gratuities included with meal receipts as part of an actual meal reimbursement are allowed.
 - All tips/gratuities should be separated as an incidental expense on the travel voucher.
 - Tips are not allowed on ProjIDs.
 - Gratuities are not allowed on ProjID's at UNTHSC. For additional information, contact the Office of Grants and Contracts at UNTHSC.
 - Gratuities are allowed on ProjID's at UNT and UNTD. For additional information, contact the Office of Research Services at UNT.
- **Alcohol** – Reimbursement for alcohol purchases as part of an actual meal reimbursement is allowed. Alcohol is not allowed on state DeptID, a ProjID, or any DeptID for Athletics.

State Funded Travel - When using one of the state funds as listed under **Travel Funds**, the guide below should be referenced to know what is allowed/not allowed.

STATE FUNDED TRAVEL RESTRICTIONS	
Meals – No overnight stay	Allowed, restricted to \$36
Advance Services for Students	Not Allowed
Advance Services Team Travel	Not Allowed
Establishment of Alternate Designated Headquarters	Not Allowed
Extra Baggage Fees	Not Allowed
First Class/ Business Class Airfare Reimbursement	Not Allowed
Preferred Seating	Not Allowed
Prospective Employee Family Travel	Not Allowed
Alcohol Purchase w/ Meal	Not Allowed
Spousal Travel	Not Allowed
Student Reimbursement	Not Allowed
Team Travel	Not Allowed

FORMS AND LINKS

[TRAVEL BUDGET AUTHORIZATION/ TRAVEL VOUCHER FORM](#)

[WORKSHEET FOR RECONCILING TRAVEL VOUCHERS](#)

[MILEAGE COMPARISON WORKSHEET](#)

[STATE OF TEXAS TRAVEL INFORMATION](#)

[GENERAL SERVICES CONUS – CONTINENTAL UNITED STATES \(CONUS\) RATES](#)