



Travel Training

WHAT'S HAPPENING



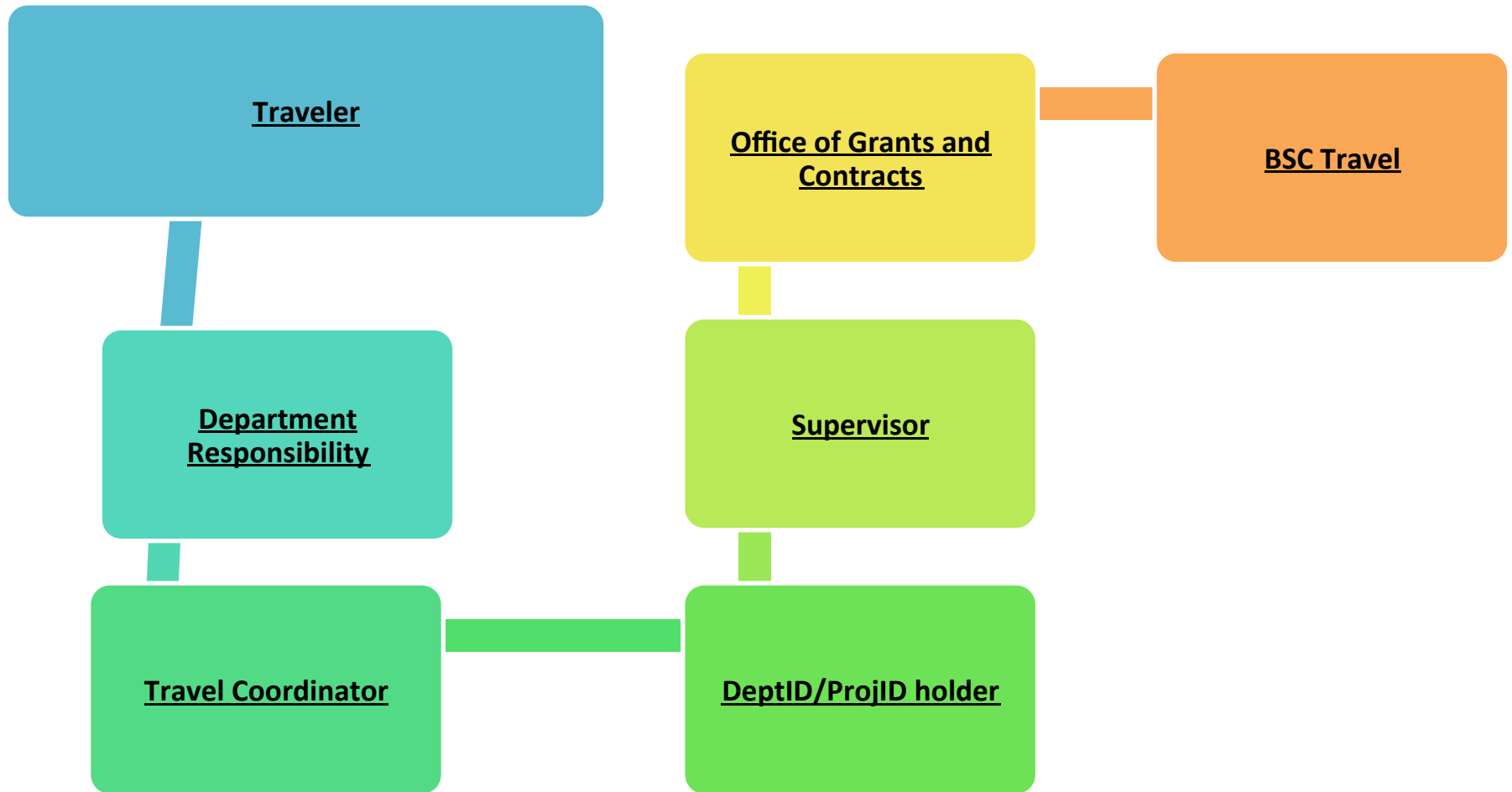
- Travel Advisory Group – all member institutions
 - UNT members: Dana Duke, Charla Friday, Rhonda Acker, Lisa Martin, Cheri Martin, Stephanie McCane
 - Revised Travel Guidelines coming
 - CTP approval process
- Travel and Expense module implementation

Tell the Story

- When preparing a travel authorization and travel voucher, “Tell the Story”.
- Helps your Travel team better understand the trip and expenses.
- Audit reviews



Key Roles



Classification of Travelers

- **Prospective Employee**
- **Prospective Employee Spousal/Family**
 - Taxable
- **Student Travel**
- **Spousal Travel**
 - Requires approval of the President/Chancellor in addition to normal approval process.
- **Team/Group Travel**
 - Involves at least one student and one employee of any member institution.



TRAVEL - AIRFARE SECRET SHOPPER

October 2014 -Airfare Pricing test

Testing session October 17, 2014 3:30pm

	Domestic flights			International
City Pair	Washington DC	Salt Lake City,Utah	Austin	Sao Paulo Brazil
Airline	American	US Airways	American	American
Travel dates	Nov 16-19	Nov 16-19	Nov 16-19	Nov 16-19
Departing flights	184	1187	1475	969/233
Time of day	11:30am	9:40am	8:15am	6:10am
Return Flights	365	1187	2297	7814/2427
Time of day	10:05AM	12:10pm	2:25pm	10:30am
Class of service	Economy	Economy	Economy	Economy
Expedia	\$331.20	454.20-453.71	\$190.20	\$2,791.34
Kayak	\$332.00	\$509.00	\$191.00	\$2,501.00
Orbitz	\$331.20	\$497.20	\$190.20	\$2,500.44
Major airline	\$390.00	\$699.00	\$249.00	\$2,526.00
CTP/Concur	\$201.20	\$497.20	\$192.20	\$2,196.44
	KAYAK COULD NOT GET THE EXACT FLIGHT/RETURN FLIGHT TO DFW LEAVING AT 10:55	Kayak could not get the exact flights. Return flight to MIA leaving at 11am	Could not find same flights. These flights left at different times	

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.

- CTP (Corporate Travel Planners)**
- Cash Advances

**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.

Advance Services – Corporate Travel Planners

CTP (Corporate Travel Planners) - CTP is the preferred online booking tool 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 the portal;

myUNT - <https://my.unt.edu/psp/papd01/GUEST/ENTP/h/?tab=DEFAULT>

myHSC - https://my.unt.edu/psp/papd01/EMPLOYEE/EMPL/h/?tab=HS_GUEST

- ❖ Online Assistance (Help Desk)- 877.727.5188
 - Monday – Friday 8:00am – 5:30pm CST

- ❖ After Hours Emergency Line- 800.358.1409
 - Extra charges apply-use only in an emergency



Travel. Events. Groups.
A Branch of the Tzell Travel Group



Corporate Travel Planners

Log into CTP Concur using your institutions portal. Review your profile and “Save.”

You need to verify the person listed as the 'Approver' in the Traveler's Profile prior to booking. If the “Approver” is not the person who is the DeptID holder for the DeptID that you want to charge for the trip, change your approver to the DeptID holder.

Please be advised that when you click 'HOLD' or 'PURCHASE' a booking fee is assessed. Realize that if you choose “Hold” or “Purchase” you are committing to an agency fee.

Here are some tutorial links that CTP provides.

[Logging Into Concur Travel & Expense](#)

[Updating Your Travel Profile](#)

[Exploring the My Concur Homepage](#)

[Creating a Travel Reservation \(air, hotel, and car\)](#)

[Changing a Trip \(After Purchase\)](#)

This information is located at: <http://bsc.untsystem.edu/travel-information>

Advance Services – Cash Advances

Cash Advance funds provided prior to travel – disbursed as an Electronic Fund Transfer (EFT-when applicable). 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

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.

Advance Cautions

- **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.
- **CTP will utilize an approval workflow** to obtain DeptID/ProjID holder approvals. However, the Travel Budget Authorization form must be submitted with the travel voucher to show prior approval was given by the supervisor.

**FAILURE TO APPROVE IN A TIMELY MANNER MAY RESULT IN A
MORE EXPENSIVE AIRFARE**

General Information

Conference Registration – Registration prior to travel should be purchased using an IBT card, purchasing card or a requisition through the BSC Purchasing Area requisition process. Also when you return the conference agenda must be attached to the voucher.

Packaged Travel Services – is the purchase of at least two travel arrangements (i.e. airfare, lodging, and rental car) from an agency or service. Package Travel is discouraged due to receipt requirements.

Other Travel Tidbits

Tax implications-implications- Meals no overnight stay or expenses over 60 days old, in accordance with IRS directive on travel reimbursements, will be sent to the Payroll Office and listed as taxable wages.

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.

Funding Clarifications- State and Local Accounts

<u>STATE FUNDED TRAVEL RESTRICTIONS</u>	
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

Most of Travel expenses are restricted to local funds for all System and Institutional travel. Only a few exceptions exist.

Some of those include:

- UNT - DeptID/ProjIDs: 33XXX – RDF; GAXXX – RDF funded grants; 40840 and 41XXX/42XXX – ATP/ARP.
- UNT HSC - DeptID 622XX – 62299 – Tobacco Endowment

Expenses- Receipt Requirements

Receipt requirements – for an employee to be reimbursed for an expense, the employee must provide proof that the expense was incurred and paid.

Airfare

- 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

- 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.

Meals

- Detailed receipt when claiming actuals with proof of payment.
- If attending a conference the agenda needs to be attached to the voucher.

Lodging

- The name and address of the commercial lodging establishment, and
- The name of the employee, and
- The single room rate, and
- A daily itemization of the lodging charges, and
- Proof of payment.

Expenses

An employee is entitled to be reimbursed for expenses incurred while conducting university business. The employee should select the most cost effective method of transportation available.

A member institution and/or a department within the member institution may adopt stricter guidelines regarding reimbursement of expenses.

- **Transportation**
- **Meals**
- **Lodging**
- **Incidentals**



Expenses- Transportation

Airfare

- Expenses are reimbursed at the actual cost of Coach Class fare on a commercial airline. Business and First class airfare must be approved by the President of the institution.
- Airfare purchased with CTP should be reflected on the TBA and travel voucher to reflect the complete picture of expenses per trip.



Expenses- Transportation

Rental Cars

- **CTP** - direct billing is setup through CTP for Enterprise and National.
- **State contract vendors** – Avis and Enterprise.
 - You may book with other vendors but you must pay at location and coverages will not be reimbursed without adequate justification for not using a vehicle on state contract or CTP.
- **Gas expenses** will be reimbursed from actual Receipts.
- **Mileage reimbursement** may not be claimed when renting a vehicle.

Expenses- Transportation

Public Transportation

- **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.

Mileage

- **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 is not reimbursed from residence to duty point unless there is cost savings or travel is outside of business hours.
 - Mileage should always been from designated headquarters to duty point.

Meals

Expenses- Meals

- Per diem (Maximum Allowable) OR Actual meals
 - Traveler and Department Heads (DeptID/ProjID holder) should designate on the TBA.
 - Travel Days will be reimbursed at a rate of 75% of the per diem rate.
 - Actual Meals requires supporting detailed receipts.

MEAL REIMBURSEMENT REQUIREMENT

- PER DIEM (FLAT RATE PER DAY DETERMINED BY DESTINATION - NO RECEIPTS REQUIRED)*
- LIMITED PER DIEM OF \$ PER DAY (LIMITED RATE PER DAY - NO RECEIPTS)
- ACTUALS UP TO PER DIEM (RECEIPTS REQUIRED)
- ACTUALS (RECEIPTS REQUIRED)

*On the first and last days of travel may only claim 75% of per diem rate.

- **Alcohol** –Alcohol is not allowed on a state funds, ProjID or any DeptID for Athletics.

Expenses- Meals

Lodging

- Should use a commercial lodging establishment who provides detailed receipts.
- Lodging within the DFW area is not permitted without justification and approval from the Chancellor.
- Texas State Occupancy Tax should not be assessed to lodging. Travelers should present the completed tax exemption form located in the Forms Library on the BSC website and attempt to have the tax waived.
- Lodging taxes should be separated from the
- lodging expense on the travel voucher.



Expenses- Incidentals

Incidental Expenses - include, but are not limited to the following:

- **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.
- **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.
- **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.



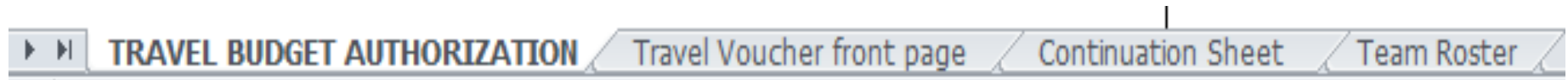
Expenses- Incidentals

- **Shipment of materials** to or from the destination if required.
- **Internet connection** or wireless fees incurred during travel if used for System or member institution business.
- **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.
 - Tips are not allowed on ProjIDs all member institutions.
 - Gratuities are allowed on ProjID's at UNT and UNTD.



Features of the Forms

- All forms are self contained into one excel format:



- Data populates to all forms. For example: when you enter the Traveler's name on the Travel Budget Authorization Form it will transfer over to the voucher as well.
- For digital signatures, save forms in a .pdf format and route.

Forms – Travel Budget Authorization

The TBA Form should be completed prior to travel and approved by the supervisor, DeptID/ProjID holder and submitted to the BSC when an advance is required or with the travel voucher.



TRAVEL BUDGET AUTHORIZATION

Business Unit

UNT System (SY769)

UNT Health Science Center (HS763)

UNT Denton (NT752)

UNT Dallas (DL773)

MEAL REIMBURSEMENT REQUIREMENT

PER DIEM (FLAT RATE PER DAY DETERMINED BY DESTINATION - NO RECEIPTS REQUIRED)*

LIMITED PER DIEM OF \$ _____ PER DAY (LIMITED RATE PER DAY - NO RECEIPTS REQUIRED)*

ACTUALS UP TO PER DIEM (RECEIPTS REQUIRED)

ACTUALS (RECEIPTS REQUIRED)

*On the first and last days of travel may only claim 75% of per diem rate.

Form Purpose: This form should be completed prior to travel and approved by the Supervisor, DeptID/ProjID holder, and Research/Grants Office (if applicable). It must be submitted to the Business Service Center with the completed travel voucher or when an advance is requested. This form is not required for mileage only reimbursements.

Date			EXPENSE ITEM	TOTAL ESTIMATE	CASH ADVANCE AMT
Traveler Name			AIRFARE	0.00	0.00
Employee ID			RENTAL CAR	0.00	0.00
Purpose of trip			TAXI/SHUTTLE	0.00	0.00
			MILEAGE	0.00	0.00
Destination			MEALS	0.00	0.00
Trip Dates		to	LODGING	0.00	0.00
DeptID/ProjID			PARKING	0.00	0.00
Prepared by			OTHER:	0.00	0.00
Phone number			TOTAL	0.00	0.00

CASH ADVANCE REQUESTED (If yes*, identify reasoning below) YES NO

Requests for Cash Advances are limited to:

- Employees who do not qualify for an IBT
- Foreign travel where credit cards are not accepted
- Group/Team travel

Please indicate the cash advance exception when the listed reasonings do not apply:

REQUIRED SIGNATURES:

Traveler Print Name:	DeptID/ProjID Holder Print Name:
Signature _____ Date _____	Signature _____ Date _____
Supervisor Print Name:	***President/Designee or Grant Approval Name:
Signature _____ Date _____	Signature _____ Date _____
**Grant Approval Print Name:	**Required if grant funds are used.
Signature _____ Date _____	***Required only if travel is international or on state funds.

revised 06/23/2014

*The DeptID/ProjID listed on this form will be charged the full amount of the cash advance if a travel voucher is not submitted to the BSC Travel Area within seven business days of the employee's return.

Forms- Travel Budget Authorization- **EXAMPLE**

TRAVEL BUDGET AUTHORIZATION



Business Unit

UNT System (SY769)

UNT Health Science Center (HS763)

UNT Denton (NT752)

UNT Dallas (DL773)

MEAL REIMBURSEMENT REQUIREMENT

PER DIEM (FLAT RATE PER DAY DETERMINED BY DESTINATION - NO RECEIPTS REQUIRED)*

LIMITED PER DIEM OF \$ _____ PER DAY (LIMITED RATE PER DAY - NO RECEIPTS REQUIRED)*

ACTUALS UP TO PER DIEM (RECEIPTS REQUIRED)

ACTUALS (RECEIPTS REQUIRED)

**On the first and last days of travel may only claim 75% of per diem rate.*

Form Purpose: This form should be completed prior to travel and approved by the Supervisor, DeptID/ProjID holder, and Research/Grants Office (if applicable). It must be submitted to the Business Service Center with the completed travel voucher or when an advance is requested. This form is not required for mileage only reimbursements.

Date	12/01/14		EXPENSE ITEM	TOTAL ESTIMATE	CASH ADVANCE AMT	
Traveler Name	John Smith		AIRFARE	900.00	0.00	
Employee ID	12345678		RENTAL CAR	350.00	0.00	
Purpose of trip	Attending a conference to further knowledge of Library Science		TAXI/SHUTTLE	20.00	20.00	
			MILEAGE	30.00	0.00	
Destination	San Diego, CA		MEALS	200.00	200.00	
Trip Dates	01/01/15	to	01/06/15	LODGING	1000.00	0.00
DeptID/ProjID	67890		PARKING	40.00	40.00	
Prepared by	Jane Doe		OTHER:	0.00	0.00	
Phone number	940.369.5500		TOTAL	2540.00	260.00	

CASH ADVANCE REQUESTED (If yes*, identify reasoning below) YES NO

Requests for Cash Advances are limited to: Employees who do not qualify for an IBT
 Foreign travel where credit cards are not accepted
 Group/Team travel

Please indicate the cash advance exception when the listed reasonings do not apply:

REQUIRED SIGNATURES:

Traveler Print Name:	DeptID/ProjID Holder Print Name:
Signature _____ Date _____	Signature _____ Date _____
Supervisor Print Name:	***President/Designee or Grant Approval Name:
Signature _____ Date _____	Signature _____ Date _____
**Grant Approval Print Name:	**Required if grant funds are used.
Signature _____ Date _____	***Required only if travel is international or on state funds.

revised 06/23/2014


*The DeptID/ProjID listed on this form will be charged the full amount of the cash advance if a travel voucher is not submitted to the BSC Travel Area within seven business days of the employee's return.

Forms- Travel Reconciling Worksheet- **EXAMPLE**

Voucher #		Name: JOHN SMITH										EmplID: 12345678		
Airfare	Rental Car	Taxi/Shuttle	Mileage	Meals	Tips	Lodging	Lodge Tax	Parking	Int. Fees	Gas	Toll	Other	Advances	
678.90	290.66	10.00	26.12	63.25	6.75	789.00	15.15	40.00			3.00		CTP Airfare	835.20
156.30		5.00		12.65		129.00	3.25				2.00			
		3.00		6.99										
				26.98	4.02									
				10.65	2.35									
				5.65										
				48.52	6.48									
													Total Advance	835.20
													Cash Received	
													Total Cash Rcvd	0.00
													DeptID	
													12345	67890
													Airfare	835.20
													Rental Car	290.66
													Taxi/Shuttle	18.00
													Mileage	26.12
													Meals	174.69
													Tips	0.00
													Lodging	918.00
													Lodge Tax	18.40
													Parking	40.00
													Int. Fees	0.00
													Gas	0.00
													Toll	5.00
													Other	0.00
													Total Expenses	2,326.07
													Advances (-)	835.20
													Cash Received (+)	0.00
														1,490.87
														19.60
													Total	
													1,510.47	
835.20	290.66	18.00	26.12	174.69	19.60	918.00	18.40	40.00	0.00	0.00	5.00	0.00		

Forms – Travel Voucher

The Travel Voucher should be completed and submitted to travelvouchers@untsystem.edu at the conclusion of the trip with the supporting documentation.

Business Unit		Business Service Center				<input type="checkbox"/> Individual Travel <input type="checkbox"/> Team Travel (Roster)	
<input type="radio"/> UNT System (SY769) <input type="radio"/> UNT Health Science Center (HS763) <input checked="" type="radio"/> UNT Denton (NT752) <input type="radio"/> UNT Dallas (DL773)		Travel Section Phone: 940.369.5500 bsc.untsystem.edu bsc@untsystem.edu				Prepared By:	Date:
Traveler Name		0		Trip Dates:		Destination	
Street Address				Start:	01/00/00	End:	01/00/00
City / State / Zip				Purpose of Travel & Mileage Record *Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.			
EmplID		0					
Title				Date	Duties Performed		Mileage
Headquarters							
Items to be expensed		DeptID/ProjID Numbers					
		0					
Airfare							
Rental Car							
Taxi / Shuttle							
Mileage		0.00	miles @ \$	#REF!	#REF!		
Meals		\$0.00		Cont Pg Miles	0.00	Mileage Total:	0.00
Lodging		\$0.00		Date (s)	Meals	Lodging	Lodging Tax
Lodging Tax		\$0.00					
Parking							
Registration Fee							
Telephone/Internet Charge							
Other:							
Other:							
Travel Expenses		#REF!	\$0.00	\$0.00			
Less Advance Received				Sub-totals	0.00	0.00	0.00
LIMIT: Reduce total by this amount:				Continuation sheet	0.00	0.00	0.00
Total Reimbursement Due Traveler		#REF!	\$0.00	\$0.00	Totals	0.00	0.00
I certify that the information provided on this document is true and correct.							
Traveler print name:		0		2nd DeptID/ProjID holder print name:			
Signature:		Date		Signature:		Date	
DeptID/ProjID holder print name:				Additional approval:			
Signature:		Date		Signature:		Date	
Supervisor print name:				NCAA Compliance Officer print name:			
Signature:		Date		Signature:		Date	

Forms – Travel Voucher- **EXAMPLE**

Business Unit		Business Service Center		BUSINESS SERVICE CENTER UNT SYSTEM™																																																																					
<input checked="" type="radio"/> UNT System (SY769) <input type="radio"/> UNT Health Science Center (HS763) <input type="radio"/> UNT Denton (NT752) <input type="radio"/> UNT Dallas (DL773)		Travel Section Phone: 940.369.5500 bsc.untsystem.edu bsc@untsystem.edu		Shared Services. Shared Success. <input checked="" type="checkbox"/> Individual Travel <input type="checkbox"/> Team Travel(Roster)																																																																					
Prepared By: Jane Doe		Date: 01/26/14		Phone #: 940.369.7890																																																																					
Payment Routing: EFT		Trip Dates: Start: 01/20/14 End: 01/23/14 Destination: San Diego, CA																																																																							
Traveler Name: John Smith		Purpose of Travel & Mileage Record *Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.																																																																							
Street Address: 123 ABC Lane		<table border="1"> <thead> <tr> <th>Date</th> <th>Duties Performed</th> <th>Mileage</th> </tr> </thead> <tbody> <tr> <td>01/20/14</td> <td>Departed from 123 ABC Lane to airport-DFW</td> <td>23.11</td> </tr> <tr> <td>01/21/14</td> <td>Attended conference</td> <td></td> </tr> <tr> <td>01/22/14</td> <td>Attended conference</td> <td></td> </tr> <tr> <td>01/23/14</td> <td>Departed from airport-DFW to return to 123 ABC Lane</td> <td>23.11</td> </tr> </tbody> </table>				Date	Duties Performed	Mileage	01/20/14	Departed from 123 ABC Lane to airport-DFW	23.11	01/21/14	Attended conference		01/22/14	Attended conference		01/23/14	Departed from airport-DFW to return to 123 ABC Lane	23.11																																																					
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Title: Lead Traveler		<table border="1"> <thead> <tr> <th>Items to be expensed</th> <th>DeptID/ProjID Numbers</th> <th>Cont Pg Miles</th> <th>Mileage Total:</th> </tr> </thead> <tbody> <tr> <td>Airfare</td> <td>12345</td> <td>0.00</td> <td>46.22</td> </tr> <tr> <td>Rental Car</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Taxi / Shuttle</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mileage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Meals</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lodging</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lodging Tax</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Parking</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registration Fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Telephone/Internet Charge</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other: Tolls</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Travel Expenses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less Advance Received</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LIMIT: Reduce total by this amount:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Reimbursement Due Traveler</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Items to be expensed	DeptID/ProjID Numbers	Cont Pg Miles	Mileage Total:	Airfare	12345	0.00	46.22	Rental Car				Taxi / Shuttle				Mileage				Meals				Lodging				Lodging Tax				Parking				Registration Fee				Telephone/Internet Charge				Other: Tolls				Other:				Travel Expenses				Less Advance Received				LIMIT: Reduce total by this amount:				Total Reimbursement Due Traveler			
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Supervisor print name: _____ Signature: _____ Date: _____		NCAA Compliance Officer print name: _____ Signature: _____ Date: _____																																																																							

Questions?

Business Service Center

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Toll-Free: 1.855.868.4357

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