

FISCAL PROCEDURE F705 – Travel

No./Title: F705 – Travel	Resp. Office: FINANCE	Effective Date: 07/01/2016
Category: Accounting	Last Review: 10/16/2017	Next Review: 10/16/2019
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Forms: Travel-Cash-Advance-Form		
Related Policies: FI0705 Travel		

PURPOSE

University fiscal Policy F10705 **University Travel** outlines in detail the guidelines and reimbursement rates for expenses incurred by employees while in travel status on official University business and should be utilized as the official reference in all official travel matters. The items noted below outline procedures specific to the University of Tennessee Health Science Center or are of the particular note.

GENERAL

(Policy Item Number 8): The campus Chief Business Officer and the University Treasurer must approve exceptions to this policy. At UTHSC, exceptions to the policy should rarely be submitted and only in extraordinary circumstances.

CASH ADVANCES

11. (Policy Item Number 11-17): **Travelers eligible to receive travel advances include: student travelers, the person responsible for group travel, and employees.** Travel advances can be approved up to 80% of the estimated reimbursable travel expenses with the exception of group travel. Cash advances for travel may be requested via the IRIS travel module via the Travel Advance Form (Form T41) available at <https://uthsc.policymedical.net>. A Travel Advance Form (Form T41) must be completed to determine the amount of the advance. The form must include an itemized estimate of expenses. The form must be attached to the trip request in IRIS and received by the appropriate business office in enough time to allow for audit, processing, and disbursement of funds. Normally, a cash advance will not be made more than ten days before the travel departure date and will be direct deposited into the traveler’s bank account. Direct deposit is only available for University employees and UT students who have been created in IRIS. **Requests for cash advances will only be considered on an exceptional basis and in cases of extreme hardship.**

DIRECT BILL

(Policy Item Number 26): Departments may purchase airline tickets through a direct billing process for student travelers, employees and guest travelers. An approved travel request must

be processed for the trip. An application for direct bill form, **T-25**, must be forwarded to the Accounts Payable office prior to the travel dates. AP staff will contact World Travel to authorize the airfare, and provide the department with a TA (travel authorization) number. Upon notification of the authorization, the department may then contact World Travel to arrange flights.

AUTOMOBILE RENTAL AT OFFICIAL STATION

(Policy Item Number 32): In order to rent a car locally for travel purposes, ***the motor pool department must first be contacted to see if a UTHSC vehicle is available.*** If not, a notice from the motor pool must be obtained and submitted with the travel expense report.

DESIGNATED TRAVEL AGENCY

(Policy Item Number 52): UTHSC travelers are encouraged to use the University's designated travel agency, World Travel Services, Inc. Airline reservations may be made through World Travel and the service fees for both telephone and online reservations are reimbursable. World Travel can also assist travelers in securing CONUS rates for lodging. If the CONUS rate is not available at the destination, a World Travel consultant will document via E-mail that the CONUS rate was not available and that the rate booked was the lowest rate available at the time of the booking. Attach the E-mail to the reimbursement request in addition to the hotel receipt and enter into IRIS under "Lodging Agency" expense type.

FLIGHT CLASS REQUIRED

(Policy Item Number 20): Since this information must be obtained, travelers are discouraged from using either Travelocity or Expedia since they no longer specify Flight Class or Itineraries.

GUEST TRAVEL

(Policy Item Numbers 55-63): Airfare and local hotels may be paid on behalf of guest travelers by the University via direct bill. Guest travelers are entered into the IRIS HR system through E-Form, ZPHRRECORD000. The guest traveler is approved by the Payroll office and assigned a personnel number. An approved travel request must be processed for the trip. An application of direct bill, Form T-25, is forwarded to the AP office prior to the travel dates. For airfare, AP staff will contact World Travel to authorize the airfare. Upon notification of authorization, the department may then contact World Travel to arrange flights. Local hotel reservations will be made by AP staff and the department will be provided with the confirmation number. Travel expenses for individuals accompanying a guest must be entered in IRIS as the "other" expense type, and requires approval by Department Chair.

MEAL ALLOWANCES

(Policy Numbers 77-80): At UTHSC meals are reimbursed at the per diem rate for the location(s) of travel. Departure and return travel days are prorated at 75% of per diem, less any meals provided by a host agency. Receipts are therefore not required. Under no circumstance is the expense type "meals exception" to be used at UTHSC.

Non-IRIS Travel (Policy Number 81): The Non-IRIS travel request, For T-18, and the NON-IRIS travel expense report, Form T-6 are utilized for employees reimbursed for University-related travel who are in a withdrawn status. ***Travel for all other employees, including students, in an active status in IRIS, must be processed through TRIP in IRIS.*** The department with the responsible cost center must enter the travel request/expense report in IRIS. If circumstances are such that this is not feasible, contact the Accounts Payable Office.

REGISTRATION FEES

(Policy Item Number 98): Registration fees may be prepaid by the University and are processed on a T-30 Conference and Seminar Prepayment form. The registration fees can be paid on departmental procurement cards (see FI0530 – Procurement Cards). If the traveler pays the registration out of personal funds, the fee can only be reimbursed after the completion of the trip by attaching the paid receipt to the expense report.

REIMBURSEMENT PROCEDURES

(Policy Item Number 105): An original, itemized receipt must be submitted for lodging, registration fees, airline tickets, airline baggage charges, rental cars, and any other allowable expense of \$50 or more. ***(Receipts for gasoline are required for reimbursement, regardless of the amount)***. The documentation of airfare must include the name of the passenger, dates of travel, complete trip itinerary, name of the airline, class of service, and a breakdown of taxes and fees. Airfare will be reimbursed at a standard economy/coach fare regardless of the funding source and the documentation must include evidence of payment by the traveler. Lodging receipts must include the name of the individual occupying the room, the daily room charges, applicable taxes, total charges and indication of total payment received (zero balance). Rental car receipts must itemize all charges paid for the determination of reimbursable expenses. All travel claims submitted for the reimbursement six (6) months or more after completion of the trip require an explanation and further approval of the Chief Business Officer or their designee. ***One traveler cannot be reimbursed for any expenses of another traveler accompanying them.***

IN-STATE TRAVEL POLICY

(Policy Item Number 129): At UTHSC an approved travel request is not required for employee in-state travel.

INTERNATIONAL TRAVEL

(Policy Item Number 132): At UTHSC requests for international travel must be approved by the Chief Business Officer or their designee.

Links to University Fiscal Policy FI0705 and other forms referenced in the above Procedure may be found at the UTHSC Accounts Payable Website:

<http://www.uthsc.edu/finance/acctpayable/index.php>