

## Travel Guidelines 2016-2017

- ✚ All travel taken by TIMES employees, whether TIMES sponsored or 3<sup>rd</sup> Party sponsored, must be approved in advance of travel.
- ✚ Travel reimbursement materials must be received by Bertha Gil no later than 60 days after the last date of travel. Failure to turn in reimbursement materials by the deadline will result in no reimbursement to the traveler.
- ✚ There will be No Exceptions on travel. If the traveler is not following reimbursement guidelines, they will not be reimbursed.

Please read the following guidelines carefully.

### Travel Guidelines and Procedures:

1. Complete a Travel Request in Concur:
  - 1.1. A travel request must be completed for any overnight travel you will be taking on behalf of the University. Ideally, this should be done at least **three weeks** prior to travel so that all necessary approvals can be received as required by the University.
  - 1.2. Advanced approval of travel is required per MAPP 04.02.01B.
2. All travel that is related to University business, programs, or activities, whether paid by the University or not, **must be approved in advance (i.e., prior to departure) by all required approvers for the following categories of travelers;** employees, prospective employees/students, UHS contractors (paid a fee) or University guest (not a paid fee).
3. For international travel, please complete the foreign forms required for processing a foreign travel request. The travel request requires additional approval from VP/or Provost. Therefore, we encourage you to submit the TR at least four weeks prior to the first date of travel.
4. All travel requests must include supporting documentation such as Principal Investigator approval, proposed airfare, hotel information, conference registration rates, and/or acceptance letter from the sponsor.
5. All travel expenses should be finalized after approvals are received.
6. If a third party is paying for your travel expenses, a Travel Request must still be completed for insurance purposes. In this case, you will select "Yes" to the third party question.