

TIMES Travel Procedures and Guidelines

- ✚ Travel reimbursement materials must be received by Bertha Gil/Virginia Hernandez 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, the University reserves the right to deny your reimbursement.

Please read the following guidelines carefully.

I. Travel Guidelines and Procedures:

- a. Complete a Travel Request in Concur:
 - a.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 **3-4 weeks** prior to travel so that all necessary approvals can be received as required by the University.
 - a.2. Advanced approval of travel is required per MAPP 04.02.01A.
- b. 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).
- c. For international travel, please complete the foreign forms required for processing a foreign travel request. The travel request requires additional approval from DOR VP and Provost. Therefore, we encourage you to submit the TR at least **four weeks** prior to the first date of travel.
- d. All travel requests must include supporting documentation such as Principal Investigator approval, proposed airfare, hotel information, conference registration rates, and conference announcement/or acceptance letter from the sponsor.
- e. All travel arrangements should be finalized after approvals are received.
- f. 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 and provide name of non-UH 3rd party.

II. Travel Reimbursements :

- a. **Per MAPP 04.02.01B**, A Travel Expense Report or other form approved by Accounts Payable is required to reimburse (a) employees, (b) prospective employees, and (c) students, (d) guest travelers/or contractors, if applicable.
- b. Reimbursement materials must be received **no later than 60 days** from the last day of travel; otherwise the University reserves the right to deny your reimbursement.
- c. No more than one travel reimbursement voucher should be processed for each business trip.
- d. The following supporting documentation and receipts, if applicable should be forwarded to Bertha Gil/Virginia Hernandez in a timely manner to process an expense report:
 - i. Airfare Confirmation or receipt (if purchased by the traveler)
 - ii. Hotel receipt (the bill must show a zero balance).
 - iii. Registration Confirmation or receipt.
 - iv. Rental car (itemized receipt).
 - v. Meals- Send an email to Bertha Gil/Virginia Hernandez with estimates of your daily meal expenses (i.e. Monday 2/4 - \$25.00, Tuesday 2/5 – \$42.00)
 1. While you shouldn't turn in actual receipts, you may want to hang on to them in your personal files. If the University questions your meal estimates (this typically happens when you claim a full day's per diem) they will contact you directly.
 2. If the actual meal expense exceeds the per diem rate, then the meal must be supported by an itemized receipt with PI approval. We require PI approval for expenses above the per diem rate.
 - vi. For non-foreign travel, a daily itinerary of the meeting/or conference program is required by AP Travel to support the business purpose of each day of the trip.
 1. In addition, traveler must complete the TIMES Daily Travel Report that describes the activities and meetings, and how the trip was beneficial for the University.
 - vii. Incidentals - **Per MAPP 04.02.01B**, "Incidental expenses must be itemized on the Travel Expense Report. Receipts are not required for incidental expenses unless an individual expense exceeds \$75.00. However, travelers should always ask for a receipt for incidental expenses and provide it as documentation with the Travel Expense Report when provided by the vendor". Reimbursable incidental expenses on local funds may include:
 1. Rental Car Gasoline
 2. Taxi, Rail, Uber, Bus Transportation
 3. Parking
 4. Tolls
 5. Copying charges

6. Passport or visa charges, departure taxes, and inoculations for foreign travel
 7. Postage.
 8. Notary fees.
 9. Charges to exchange U.S. currency for foreign currency and vice versa. The exchange rate used for conversion of monies must be stated.
 10. Travelers check charges.
 11. Mandatory charges by a commercial lodging establishment other than the room rate.
 12. Laundry and dry cleaning expense incurred during travel for a trip lasting longer than six days.
 13. Books or documents purchased for and while attending a seminar or conference
- e. Bertha Gil/Virginia Hernandez will send you a notification to “accept and submit” Expense Report once complete.