

The University of Texas School of Law
Continuing Legal Education
P.O. Box 7759
Austin, TX 78713-7759

REQUEST FOR REIMBURSEMENT OF EXPENSE

CONFERENCE NAME: _____

CITY: _____

DATES OF TRAVEL: _____

Reimbursements must be submitted to UT CLE within thirty (30) days of the conclusion of the conference and are payable to an individual or a firm/organization. Please allow up to 6-8 weeks to receive payment from The University of Texas at Austin.

HAVE QUESTIONS?

Visit: www.utcle.org/speakers

OR contact UT Law CLE

at 512-232-1170 or accounting@utcle.org

1. ☒ REIMBURSEMENT TO AN INDIVIDUAL A Social Security Number or UT EID is required for payment.

Speaker/Presenter Name:		Social Security Number:	
Firm/Company:		Phone Fax:	
Address (payment will be sent to this location):		Email:	

☐ REIMBURSEMENT TO A FIRM (COMPANY, ORGANIZATION, ETC.)

Requested reimbursement expenses must be itemized on the payee letterhead. Payments to a corporation require a Federal ID number and W-9 form. Payments to a non-corporation (including Individual or Sole Proprietor of Business) require a Federal ID number and Payee Information Form (PIF)-- PIF found online at: <http://www.utexas.edu/business/accounting/hbp/forms/pif.pdf>

Speaker/Presenter Name:		Phone:	
Firm/Company:		Email:	
Federal ID Number:		Assistant:	
Address: Payment will be sent to this location.		Assistant phone/Email:	

2. EXPENSES INCURRED UT CLE requires original itemized receipts indicating form of payment for all reimbursement requests.

CATEGORY	AMOUNT
AIRFARE Limits: In-state: \$350 / Out-of-state \$600 Review UT CLE reimbursement policies for additional details	\$
MILEAGE TOTAL MILES _____ @ 54 CENTS PER MILE Submit printout of turn-by-turn information from an online mapping service	\$
CAR RENTAL	\$
TAXI FARE(S)	\$
PARKING FEE(S)	\$
MEAL(S) An overnight stay is required for <u>any</u> meal reimbursement, up to \$41 per day	\$
LODGING	\$
OTHER Detailed information required	\$
TOTAL AMOUNT REQUESTED	\$

3. CERTIFICATION

I have incurred the expenses listed, and attached requested receipts (see reimbursement policies). I certify that these expenses will not otherwise be paid by a third party nor direct billed to The University of Texas at Austin.

Signature _____

Date _____

If you have any questions regarding UT CLE travel reimbursement policies, eligible reimbursable expenses or required documentation, please contact UT CLE at 512-232-1170, prior to either incurring or requesting the expense.

GENERAL POLICIES:

Completed reimbursement form and all original receipts must be mailed within thirty (30) days of the conclusion of the conference to:
The University of Texas School of Law Continuing Legal Education ■ P.O. Box 7759 ■ Austin, TX 78713-7759

Please note The University reimbursement process can take about 6-8 weeks upon receipt of the request with proper information and documentation. Holidays and/or inclement weather closures of The University of Texas at Austin, can affect the processing time.

To ensure a timely and successful reimbursement, documentation must be original, show itemization of purchase(s) and a method of payment. Vouchers, frequent flyer miles, reward points, or other payment alternatives are not reimbursable.

The University requires Social Security numbers for individual reimbursements. Reimbursements to a firm, company or organization require taxpayer ID and/or a completed Payee Information Form (PIF) for sole proprietors. The form is available at:
<http://www.utexas.edu/business/accounting/hbp/forms/pif.pdf>

If the original receipt is not available from a credit card purchase, The University of Texas will accept a credit card billing statement to confirm the charge. Please contact UT CLE regarding a secured format to submit this information.

AIRFARE, GROUND TRANSPORTATION AND PARKING:

For speaker convenience, air travel for UT CLE conferences may be arranged directly through Anthony Travel at least 30 days in advance. Please contact Tammy Schultz at tammyschultz@anthonytravel.com or 512-617-8444 ext. 2811 and mention "UT Law CLE" for fare approval and direct billing to UT CLE. Certain restrictions, including cost, flight plan, flight class and amenities may apply.

Should a speaker prefer to book their own travel, UT CLE will reimburse up to \$350 for in-state/Texas airfare and up to \$600 for out-of-state airfare. UT CLE encourages securing airfare at least thirty (30) days prior to the conference, for airfares to adhere this budget.

Due to State of Texas regulations, governed by University guidelines, UT CLE is unable to reimburse first- /business- class airfare, nor expenses for air travel amenities such as extra leg room, early boarding, extra seating, etc.

Baggage fees will be reimbursed for up to one (1) bag, each way, of travel.

Airfare reimbursements require receipts showing a form of payment. If a credit/exchange from previous travel was redeemed for the requested UT CLE reimbursement, the form of payment, used for the original credit/exchange ticket, must be included with the submitted request.

In-state mileage is reimbursed at the rate of \$0.54 per mile. Please calculate miles using an online application such as MapQuest, Google Maps, etc. and include the printed, turn-by-turn information with the request. Mileage expenses will not be reimbursed when gasoline and/or a car rental reimbursement requests are submitted for the same trip.

Airport parking and taxi fare for travel to/from the airport and conference venue is reimbursable. Generally, airport car rentals can be reimbursed up to the cost of an equivalent taxi fare to/from the conference venue, round trip.

HOTEL:

In most cases, hotel sleeping room charges will be direct billed to UT CLE by the host hotel. The event manager will make arrangements for speakers prior to the conference. Should a speaker anticipate incurring a lodging expense, UT CLE approval will be required prior to the reimbursement request. If approved, receipts reflecting a zero balance and form of payment of the expense are required.

Hotel parking charges are reimbursed for day(s) related to the conference dates only. Other incidental hotel charges, such as pay-per-view movies, telephone, Wi-Fi connections, laundry, dry cleaning, gym fees, mini- or service bars, are not reimbursable by UT CLE.

MEALS:

Any meal reimbursement requires at least one (1) night of overnight travel by the conference faculty member and then, up to \$41 per day.

Complete itemized receipts are required for meal reimbursement requests. Service staff tips are reimbursable up to 20% of the food bill.

Meal reimbursements that include more than one conference faculty member will require additional information and will be reimbursed separately from other requests of the same conference.