

The University of Texas at Austin – Travel Services
Travel Reimbursement Checklist – State Accounts*

Retain for your records only. Do not submit to Travel Services.

#		YES	NO
S1	Was airfare purchased through the university's online tool, Concur, and centrally billed? <i>*If so, airfare expenses must not be included in travel reimbursement voucher.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Was airfare purchased through the university's online tool, Concur, and paid for by the traveler? <i>*If so, airfare expenses can be included in travel reimbursement voucher.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Was airfare purchased through an on-line travel reservation system other than the university's online tool, Concur, and paid for by the traveler? <i>*If so, then ensure the traveler's statement is added to the voucher.</i> For more information, refer to: https://www.utexas.edu/travel/faqs/airfareexceptionrequest/ .	<input type="checkbox"/>	<input type="checkbox"/>
S2.	If a rental car was used, was this obtained through a UT Austin contracted agency? If not, has a Travel Management exception been approved and included in the supporting documentation? For more information, refer to: https://www.utexas.edu/travel/faqs/rentalcars.php .	<input type="checkbox"/>	<input type="checkbox"/>
S3.	Are all telecommunications charges claimed for reimbursement related to UT Austin business? <i>*If so, must be documented in the NOTes section of travel reimbursement voucher</i>	<input type="checkbox"/>	<input type="checkbox"/>
S4	Are the correct locale codes used? <i>*Locale codes are based on final destination of the trip.</i>	<input type="checkbox"/>	<input type="checkbox"/>
S5.	Are the meal and lodging expenses within the allowable amounts approved by federal travel policy, the Texas Comptroller of Public Accounts, and The University of Texas System Administration? Guidelines can be found at: http://www.gsa.gov/portal/content/104877 . Maximum state allowances for travel by city and county can be found on the *DEFINE GG1 command screen.	<input type="checkbox"/>	<input type="checkbox"/>
S6.	Are the required receipts* included? <i>*Required receipts: Zero-balance hotel folio or hotel folio with proof of payment; rental car invoice and gasoline receipts; and intra-city transportation receipts.</i> For more information, refer to: http://www.utexas.edu/business/accounting/hbp/11_trav/trav5-4.html .	<input type="checkbox"/>	<input type="checkbox"/>
S7.	If traveling to a foreign destination, have you included the vice president/dean-signed travel authorization?	<input type="checkbox"/>	<input type="checkbox"/>
S8.	If traveling to a restricted region, is the appropriate International Oversight Committee (IOC) approval letter attached to the voucher? For more information, refer to: http://world.utexas.edu/risk/travelpolicy .	<input type="checkbox"/>	<input type="checkbox"/>
S9.	If an upgraded airfare was purchased, then will have to pay from local account.	<input type="checkbox"/>	<input type="checkbox"/>
S10.	If meal receipts are attached, was a review performed to ensure that gratuities are not being reimbursed with state funds?	<input type="checkbox"/>	<input type="checkbox"/>
S11.	Was a review* performed to ensure that reimbursement for alcohol (and related expenses) was not included?	<input type="checkbox"/>	<input type="checkbox"/>
S12.	Does the mileage reimbursement request include an odometer log*, a point-to-point map (e.g., MapQuest), or the distance pre-determined per UT Austin travel policy? <i>*For odometer logs, use exact dates and addresses given along with point-to-point mileage.</i> For more information, refer to: http://www.utexas.edu/business/accounting/hbp/11_trav/trav5-1.html .	<input type="checkbox"/>	<input type="checkbox"/>
S13.	Has Texas state occupancy tax been removed or, has an exception request been included in the document notes? <i>* UT employees are exempt from State of Texas occupancy tax. If a hotel refuses to honor the exemption, include a document note about this for Travel Services to review.</i> For more information, refer to: https://www.utexas.edu/travel/hotels.php .	<input type="checkbox"/>	<input type="checkbox"/>
S14.	If reimbursing an employee, is the VP5 or VP2 coversheet signed by the traveler? <i>* Note: An internal departmental expense report can be signed in lieu of the VP5 or VP2 coversheet as long as it has the same certification statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>

*Do not mix local and state accounts on same reimbursement document

Checklist Prepared By: _____ Date: _____