

# UNT SYSTEM™

## Office of Procurement

### UNT System Travel Guide

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## 1. Overview

This Travel Guide contains the documented travel approval and reimbursement procedures created and maintained by the UNT System Procurement Office. The UNT System Travel Guide shall serve as the procedural document for all UNT System Travel management processing and will be managed and updated by the Procurement Office to include the most current rules and practices. UNT System Procurement Office shall administer the travel management program, and ensure compliance with State of Texas Laws and regulations, System Regulations and the UNT System Travel Guide when processing payments for travel expenses. Unless there is an explicitly stated campus specific procedure, the guidelines will apply to all campuses.

University business travelers are strongly encouraged to purchase travel services through Corporate Travel Planners (CTP) using Concur as the preferred method of travel booking. CTP, as the preferred supplier, delivers a competitive range of services; airfare, car rentals, hotels and on-line booking. Although it might be possible to obtain a lower cost from non-participating suppliers, use of the preferred suppliers should, on average and over time, reduce the University's overall travel costs and provide best value to the traveler.

Each Department is expected to adhere to the following guidelines to ensure the University's compliance with IRS rules, State Laws and regulations and, University policies and procedures to promote good stewardship of University funds. **It is important to know your internal department practices that may not be referenced in the UNT System Travel Guide.**

### **Consequences of Non-compliance**

Failure to comply with the following guidelines may result in a delayed payment or a rejection of the employee reimbursement.

A State employee may not seek reimbursement of a travel expense that the employee knows is not reimbursable or payable.

Submission of expense report best practice should occur within 30 days of travel end date and applies to out of pocket and travel card transactions.

If not submitted within 60 days of travel end date:

- Travel card immediately suspended until expense report is submitted and approved
- Expenses become tax reportable income to the employee  
Employees who continue to demonstrate failure to comply with UNT System Travel Guide procedures and policies may have their Travel Card suspended indefinitely with notification of card suspension sent to traveler, department head, Assistant Dean and Dean/VP.

## 2. Key Roles

The following is a list of separate roles with an explanation of the responsibilities of each in the travel process:

- A. **Traveler** –Faculty, staff, prospective employees and, other non-employees traveling on behalf of UNT System on official UNT System related business.
- B. **Travel Coordinator/Expense Delegate/Travel Assistant** – responsible for preparing travel documents to ensure that all required information is included and reconciles to the receipts.
- C. **Department** - responsible for ensuring that travel guidelines are followed and for maintaining the original supporting documentation for travel until the trip is complete and payment is reconciled.
- D. **Supervisor**- individual required to approve an employee traveling prior to the trip on a Concur Request and when a trip is completed on a Concur Expense Report.
- E. **Cost Object Approver (DeptID/ProjID Holder)** – individual with the budget authority for approved expenses on a fund where they have official signature authority. The Cost Object Approver is responsible for reviewing and approving travel documentation in Concur and approving budget on the account chart string provided in the Request/Expense Report.
  - a **Funding Definitions**
    - i State Funds - Funds appropriated by the Texas Legislature in the General Appropriations Act, whether held inside or outside the state Treasury. Includes general revenue, special line items, Higher Education Funds (HEF), Advanced Research Program/Advanced Technology Program (ARP/ATP) funds, and other funds designated as “state” funds. All state funds must follow state expenditure guidelines.
    - ii Local Funds - Funds collected at the university for goods or services, provided by non-state grants or contracts, or provided by donors, as opposed to funds appropriated by the Texas Legislature in the General Appropriations Act.
- F. **Grant and Contract Approval** - The Office of Sponsored Programs (UNT HSC), Grants and Contracts Administration or the College Research Officers (UNT Denton), and the Office of Sponsored Projects Accounting (UNT Dallas) are responsible for reviewing and approving any expenditure on Sponsored Projects funding in Concur prior to approval by the Travel Team. Those offices are responsible for ensuring that the travel on sponsored projects is allowable based upon the terms and conditions of the awards and sponsoring agency regulations.
- G. **Travel Team** – facilitates the travel program (travel services coordination and reimbursement of travel expenditures) for the member institutions in a timely and efficient manner while ensuring good stewardship of UNT System Institution funds. The Travel Team functionally resides within the UNT System Procurement Department.

- H. **Risk Management/International Compliance Officer** – Individuals at each campus that review potential international travel to ensure Federal, State, and Institutional requirements are met.

### 3. Classification of Travelers

- A. **Employee Traveler** – Faculty and Staff with an active HR record. Profiles in Concur are automatically created and populated with information from the HR Information Systems.
  
- B. **Non-Employee Traveler** - Students, prospective employees, other non-employee guests. Examples of Non-University travelers include prospective employees, Independent Contractors, Consultants, and temporary employees.  
Profiles for non-employees are manually created by the UNT System Concur Team. To initiate that process, the Concur non-employee Profile must be completed at <https://finance.untsystem.edu/travel/concur-request-travel-expense.php>. Non-employees will not be able to access Concur. A full-time UNT System institution employee must be designated as the guest's sponsor that will create and submit Concur Requests and reimbursement Expense Reports on the guest's behalf. Once the Concur non-employee profile has been created, the UNT sponsor can then login as a delegate and begin working on the guest's behalf.  
The sponsor will create and submit the Expense Report/Request > Budget approver > Accounting Review > Payment. Specific Trip Types for non-employees must be used on the Concur Request Header or Expense Type for the workflow to route correctly. These Trip Types are:  
Student Reimbursement/Travel  
Prospective Employee Reimbursement/Travel  
Other Non-Employee Guest Reimbursement/Travel
  
- C. **Prospective Employee Travel** - Reimbursements of travel expenses for a prospective employee are allowed and follows the non-employee traveler workflow. Advance travel arrangements for prospective employees will be available through CTP.
  
- D. **Prospective Employee Spousal/Family travel**- Travel expenses incurred by prospective employees are allowable and non-taxable. Once the offer of employment has been accepted, additional expenses such as moving/relocation expenses (i.e. house hunting), are reimbursed by the Payroll office and follow separate rules for governing taxability.  
U.S. Treasury Regulation Section 1.132-5(t)(l) allows reimbursement for travel expenses of an employee's spouse traveling with the employee by qualifying the expense as a working condition fringe benefit if the following conditions are met:
  1. It can be adequately shown that the spouse's presence on the employee's business trip has a bona fide business purpose, and
  2. The employee properly substantiates the travel.

If these conditions are not met, the expenses for the spouse will be reported by the Payroll office as additional compensation (taxable income) to the employee.

Meals provided by the UNT System to a spouse, family member or other personal acquaintance

of a UNTS employee will be permitted only when there is a substantial and bona fide business reason for that person's attendance. The IRS does not permit tax-free treatment without such a reason.

Prior written approval is required by the President of the System Institution. This must be documented on the reimbursement Expense Report in Concur along with the business purpose. Only local funds may be used to fund approved spousal travel & expenses.

- E. **Student Travel** – Reimbursements of travel expenses for currently enrolled students are allowed and follows the non-employee traveler workflow. Currently enrolled students traveling on university related business are eligible to use CTP to assist with travel arrangements. Taxability is not an issue unless the student is an employee and falls into the conditions mentioned above for Tax Implications. A Team roster should be included with all travel supporting documentation.

Reimbursements are not allowed on state funds.

Athletics during season travel is day to day and a pre-trip Request not required.

- F. **Other Non-employee guest** - Reimbursements of travel expenses for other non-employee guests are allowed and follows the non-employee traveler workflow. Non-employee guests traveling on university related business are eligible to use CTP to assist with travel arrangements. The UNT System Concur Team will verify if any Purchase Orders currently exist for related services and communicate as needed to prevent any duplication of reimbursement.

Reimbursements are not allowed on state funds.

- G. **Team/Group Travel** - travel involving at least one student and one employee of any member institution.

Advance services through CTP are available for team/group travel, as well as reimbursement after travel.

For cash advances, the employee will be designated as the custodian of the funds and is responsible for retaining all travel documentation.

Reimbursements are not allowed on state funds

## 4. Travel Pre-Approval Process

Concur Request is the pre-approval document to be completed prior to overnight travel. The approval requirements listed are the requirements established and required by the Travel Team for approval to travel, budget authority to use UNT System funds for travel related expenses, and timely reimbursement. Concur Request is not required for non-travel expenses or travel without an overnight stay unless there is a booking in Concur.

- A Concur Request shall be completed prior to any travel with an overnight stay (even if no budget has been allocated) and then
  - Submitted by the traveler
  - Approved by the supervisor (approval to travel)
  - Approved by the Cost Object Approver (budget approval for estimated travel expenses)
  - Approval by the sponsored project offices or the College Research Officers (if applicable)
- All foreign travel must have approval and registration prior to traveling. **See Foreign Travel section below.** The Supervisor & Cost Object Approver shall approve the Request in Concur.
- See below section titled 'Advance Services' for requesting cash advances.
- See Travel Insurance.

### Exemptions

Chancellors, Vice-Chancellors, Presidents and Vice-Presidents (Executives) are not required to have a pre-trip Request for overnight domestic travel. However, a Request is required for travel to an international destination or before booking any itineraries with the Concur booking tool.

The following officers and administrators have the authority to authorize and approve all employee travel within their area without a Concur Request, except foreign travel. Foreign travel, including Canada and Mexico, needs to be approved by Risk Management and documented with a Concur Request.

These officers and administrators may further delegate their authority.

1. Chancellor
2. Vice Chancellors
3. Presidents
4. Vice Presidents

## 5. Travel Card & Advance Services

### A. Travel Card

- a. UNT System employees who travel can apply for the Citibank centrally billed corporate travel card.
- b. All transactions incurred on the Travel Card shall be reconciled with a paid itemized receipt on a Concur Expense Report and submitted within 30 days of the transaction. Any expenses billed to the employee on the card prior to trip (i.e. airfare, hotel deposit) shall be reconciled on an Expense report in Concur and submitted within 30 days of the transaction.
- c. A Travel Card shall NOT be used for non-UNT System institution travel expenses.
- d. Travel Basics training is required prior to applying for a Travel Card. For information on applying and using the Travel Card see the following website: <https://finance.untsystem.edu/travel-card>.
- e. If the card is lost, this should be reported to Citibank and a member of the Travel Team at 940-369-5757 or [travel@untsystem.edu](mailto:travel@untsystem.edu).

- f. For a list of appropriate purchases on the Travel Card, see section 7. Expense Reporting and Reimbursement Approval Process, Section B. Travel Card Use
- B. Credit Limits
  - a. The standard credit limit is \$5,000 monthly/single transaction
  - b. A temporary increase request can be made through a Concur Card Action Request
- C. Exceptions
  - a. Athletics
    - i. Athletics can use the Travel card for local team related expenses and group events.
    - ii. An Athletics Expense Report workflow requires only Business Office approval and budget approval.
    - iii. Due to the nature of Athletics Team Travel and Recruiting, Athletics Travel Cards will have higher credit limits. Those limits are determined by and approved by the Athletics Business Office
  - b. Housing
    - i. Due to the nature of campus Housing Department's business, Housing Travel Cards may have higher limits. Those limits are determined by and approved by Housing Administration.
  - c. Advancement
    - i. Advancement can use the Travel card for fund raising related activities and events.
    - ii. Due to the nature of campus Advancement Department's business, Advancement Travel Cards may have higher limits. Those limits are determined by and approved by Housing Administration.
  - d. Recreational Sports
    - i. Recreational Sports can have a limited number of Travel Cards for the specific use of Recreational Sport Team Travel. Those cards determined by and approved by Recreational Sports Travel Administration.
  - e. Study Abroad
    - i. Study Abroad can have a limited number of Travel Cards for the specific use of Study Abroad Program Team Travel. Those cards determined by and approved by Study Abroad Administration.
- D. Source
  - a. [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=34&pt=1&ch=20&rl=413](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=20&rl=413)
- E. Advance Services
  - a. Airfare should be booked through Concur to prevent any out of pocket expense
  - b. Unless utilizing a conference website for lodging, hotels should be booked through Concur. The University Ghost Credit Card will be used to hold the reservation and/or pay any required deposit when booked through Concur. A physical payment method at check-in will be required.
  - c. Rental Cars should be booked through Concur with Enterprise/National to prevent any out of pocket expense
  - d. Conference Registration should be purchased on a departmental PCard

- e. Travel itineraries booked through Concur (other than Enterprise Rental car) will incur a charge on The University Ghost Credit Card. These transactions will populate to the employee/student's Concur profile. They should be submitted on a Concur Expense Report and processed through the system. Depending on the timing of the booking and trip, the transactions could be processed on the same Expense report with other travel expenses and other travel card transactions.
- F. Cash Advances
- a. Cash Advances are available to pay for University related travel expenses for employees on Team Travel with students and currently enrolled students. Cash advance services for students and employees are processed through an approved Request in Concur that has a Cash Advance attached. Cash Advance services are not allowed on state or sponsored project funds or for non-students/employees. Payment is provided by EFT and is paid out of the Traveler's campus cash advance account chart string.
  - b. Concur cash advance Requests are limited to the following:
    - i. Foreign travel where credit cards are not accepted
    - ii. Team travel with Students
  - c. Employees that need to add a cash advance to their Concur Requests should see the information and complete the webform located at <https://finance.untsystem.edu/concur-request-travel-expense>. This setup process should be completed prior to submitting a Concur Request and at least 15 days before the date of departure. The cash advance amount shall not exceed a reasonable estimate of out-of-pocket expenses. The Request with the Cash Advance attached should be submitted, fully approved, and itineraries booked at least 10 days prior before the date of departure.
  - d. Reconciliation
    - i. The amount advanced should be reconciled on a Concur Expense Report immediately upon return and no longer than 7 business days after the last date of travel in order to satisfy IRS regulations and meet University cash management objectives.
    - ii. Any unused cash shall be returned immediately to the traveler's campus cashier's office.
      1. To obtain a deposit slip with the correct campus cash advance account information, contact [travel@untsystem.edu](mailto:travel@untsystem.edu) with the traveler's 8 digit employee ID and the amount to be returned. *Note: Cash advances are not paid out of the Traveler's departmental chart string and unused cash must be returned to the Traveler's campus cash advance account chart string.*
      2. Obtain a deposit receipt from the campus cashier's office
      3. Upload the deposit receipt to the reconciling Expense Report to an Expense Type "Cash Advance Return" and enter the amount deposited
- G. Approval to Travel

Employees must have the appropriate approval to travel when requesting advance services or a cash advance. A Concur Request must be fully approved prior to travelling or booking any travel itineraries.

#### H. Overdue documentation

- a. Employees or currently enrolled students that have used advance services or received a cash advance must return any unused funds and submit a reconciling Concur Expense Report within 7 business days from the date of return. Any University Ghost Card transactions should be submitted along with the other travel expenses on the Expense Report.
- b. Consequences for failure to comply include:
  - i. Additional advance services will not be allowed until documentation has been submitted, approved, and reviewed for accuracy.
  - ii. A cash advance will not be an option for future travel arrangements.
  - iii. Travel or non-travel reimbursement Expense Reports will not be processed for an employee with overdue documentation requests.

## 6. Foreign Travel

An employee is entitled to be reimbursed for travel expenses incurred while conducting UNT System institution business in a foreign country. The University of North Texas System and its institutions are committed to the safety, security and wellbeing of students, staff, faculty, and volunteers traveling abroad. UNTS and its institutions take proactive measures to identify and respond to risk arising from UNT System institution related international travel. As a result of varying health, safety and security concerns throughout the world, travel to high-risk international destinations can be regulated by UNT System's institutions. Find out more about high risk destinations at <https://emergency.unt.edu/traveling-internationally>.

**International travelers are required to register their travel three weeks in advance** to ensure appropriate supervisor and Risk Management approval is in place for reimbursement. Travelers are encouraged to utilize the resources provided to prepare for and respond to emergency situations that may occur while abroad. For more information or to register your International Travel, please visit UNT Risk Management supplies travel insurance information for faculty, staff, and students. For more information contact [Emergency.Management@unt.edu](mailto:Emergency.Management@unt.edu). **See Travel Insurance – General Information above.**

**Currency Conversion**- All expenses incurred on foreign travel must be converted to U.S. dollars and shall reflect the rate on the date of travel. This currency conversion is automated on the Concur Expense report.

## 7. Expense Reporting and Reimbursement Approval Process

A Concur Expense report is the document to be completed for travel or non-travel expenses. The Expense Report shall reconcile all related travel card expenses for the trip or reporting period. The University will reimburse within budget limitations for those expenses that were paid out of pocket in the employee's name. The approval requirements listed are established by the Travel Team for approval of travel and non-travel expense reporting and reimbursement. Submission of the Expense Report is certification of expenditures for business purposes. The Traveler provides an electronic equivalent of the travel expenditure claim certifying that amounts claimed are a true statement incurred on official University business.

### A. Receipt requirements

Receipt Requirements – All expenses shall have a corresponding receipt showing what was purchased and proof of payment. Specific additional requirements are detailed below in respective sections for airfare, hotel, rental cars, and business meals

## B. Travel Card Use

All transactions incurred on the Travel Card shall be reconciled with a paid itemized receipt on an Expense Report in Concur and submitted within 30 days of the transaction. Any expenses billed to the employee on the card prior to trip (i.e. airfare, hotel deposit) shall be reconciled on an Expense report in Concur and submitted within 30 days of the transaction.

Failure to submit Travel Card transactions within 45 days of the transaction or last date of travel may result in card suspension or card closure.

Source:

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&tac=&ti=34&pt=1&ch=20&rl=413](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&tac=&ti=34&pt=1&ch=20&rl=413)

The Travel card **can be** used for:

- All Travel related expenses while conducting University Business
  - Hotel
  - Ground Transportation
  - Rental car and rental car fuel
  - Baggage Fees
  - Airfare
  - Personal meals while travelling if not claiming per diem
  - Airport parking
  - Any other travel related merchant expense
- Local University Business related expenses such as
  - Business meals
  - Parking for meetings
  - Group meals

The Travel card **shall not** be used for:

- Non-UNT System institution travel expenses
- Meals while travelling if meals will be reimbursed by Per Diem
- Fuel while travelling if using a personal vehicle for transportation
- Other employee's travel expenses

A Concur Expense Report should be completed as soon as possible after the trip or last expense and then

- Submitted by the individual that incurred the expenses
- Approved by the supervisor
- Approved by the Cost Object Approver (budget approval for actual expenses)
- Approved by the sponsored project offices or the College Research Officers (if applicable)

## 8. Expenses

Expenses incurred during personal leave are not reimbursable. Personal time during a business trip should be indicated on the Concur Expense Report with appropriate dates and deducted from any business expenses to be reimbursed.

A traveler who receives a fee, honorarium or expense reimbursement from another organization (cost-share) must deduct this amount from the total cost of travel to determine amount to be reimbursed by the University. The following types of expenses apply to both domestic and foreign travel.

Travel time should be no more than leaving the day previous to the meeting and returning no later than the day following the meeting unless extenuating circumstances exist, such as a cost savings to the System or personal safety considerations. Business travel may include weekends when documented with a business purpose that includes benefit to the University. Travel in excess of 30 days should be approved by the institution Vice-President in advance of travel.

The University will reimburse within budget limitations. Expenditures for entertainment events hosted by a member institution must have a clearly stated business purpose and benefit the mission of the University. The reasonableness of an expenditure depends on many relevant factors. Departmental and member institution budgets, the fiduciary responsibilities of being a public institution, and sharing information publicly to taxpayers, donors, and the media shall be considered.

Original dated paid receipts are required as proof of payment. If the original dated receipt is lost or was not provided from the supplier of services, a best effort should be made to obtain the dated paid receipt from the supplier. A missing receipt affidavit can be used for proof of payment as a last resort and, used sparingly and only in rare circumstances. A masked bank statement may also be used as proof of payment when using local funds.

For any trip with the purpose of conferring on legislative or appropriation issues with U.S. Congress/Federal Government staff or officials, travel to Washington, D.C. will be reported to the "Office of State – Federal Relations" by the Travel Team.

### A. **Tax Implications**

Reimbursements for travel to an employee meeting the following criteria, in accordance with adherence to IRS rules and regulations, will be reported by the Travel Team to the Payroll Office and listed as taxable wages when charged to a personal credit card. This does not apply to University direct billed expenses.

Sources: 1) [https://www.irs.gov/irm/part1/irm\\_01-032-001#idm140227563413872](https://www.irs.gov/irm/part1/irm_01-032-001#idm140227563413872) ; 2) <https://www.irs.gov/pub/irs-drop/rr-03-106.pdf>.

- **Over 60-day reimbursements** – A Concur reimbursement Expense Report for travel or non-travel out of pocket expenses that is submitted after 60 days (about 2 months) from the last day of travel is considered taxable income.

- **Non-Overnight stay meal reimbursement**- A reimbursement for individual meals during business travel when there is no overnight stay is considered taxable income. Business meals involving attendees with business purpose are non-taxable.

- B. **Business Purpose**-A *state agency* may reimburse a *travel expense* only if the purpose of the travel clearly involves official state business and is consistent with the agency's legal authority. <https://fmx.cpa.texas.gov/fmx/travel/texttravel/gen/official.php>

### C. **Employees with a Disability**

A state agency may reimburse a state employee with a disability for attendant care and other necessary expenses incurred when the employee travels inside or outside the employee's designated headquarters. An expense incurred when traveling between a residence and a place of employment may be reimbursed only as provided by law for state employees without disabilities.

If the airfare is medically necessary, a state agency may reimburse a state employee with a disability for the first or business class airfare of (1) the employee; and (2) the attendant of the employee.

Instead of reimbursing a state employee for attendant care and other necessary expenses, a state agency may (1) reimburse the attendant for those expenses; or (2) pay a commercial transportation company or commercial lodging establishment directly if the expenses are for transportation or lodging.

Source: <https://statutes.capitol.texas.gov/docs/GV/htm/GV.660.htm>

### D. **Death of an Employee**

A state agency may pay or reimburse the expense of preparing and transporting the remains and personal property of a state employee who dies while conducting official state business outside the employee's designated headquarters.

The agency may pay or reimburse the expense of transporting the remains and personal property either to the employee's designated headquarters or to another location designated by the executor or administrator of the employee's estate. If the remains and personal property are transported to a location other than the employee's designated headquarters, the amount of the agency's payment or reimbursement may not exceed the amount that would have been paid had the remains and personal property been transported to the designated headquarters.

Source: <https://statutes.capitol.texas.gov/docs/GV/htm/GV.660.htm>

- E. **Grants and Contracts Administration, College Research Officers, Sponsored Project Accounting or Sponsored Programs** are required to approve any expenditure on sponsor funded ProjID's. Where travel costs are charged to a **Grant or Contract**, the terms of the applicable contract or grant will

take precedence if more stringent. The project director/principal investigator (PD/PI) is responsible for compliance.

- F.** In general, reimbursement of travel expenses cannot be reimbursed until after the trip has taken place. Travel expenses should be booked through Concur or paid with a Travel card. Reimbursement of out-of-pocket travel expenses before the trip takes place should be rare and only allowed under the following circumstances:
- Local funds only. No State funds.
  - Must have an approved Request prior to the expense and acknowledge which expenses will be reimbursed prior to the trip.
  - The DeptID/Cost Object Approver holder must acknowledge and approve on the Request that the expense will be reimbursed prior to the trip.

## 9. Transportation and Related Expenses

An employee is entitled to be reimbursed for transportation charges incurred while conducting university business. The employee shall select the most cost-effective method of transportation available. Details on transportation are described in this section.

### A. Commercial Airfare

- System employees are expected to obtain the most cost-efficient public fares when traveling.
- First Class/Business Class fare - First class or business class travel may be reimbursed with institutional funds for Chancellors, Vice-Chancellors, Presidents and Vice-Presidents only for the following reasons:
  - 1) Only available fare departing or arriving within 24 hours of proposed scheduled times;
  - 2) Documented medical or physical limitation;
  - 3) Documented and approved business reason;
  - 4) Trip is in excess of 10 hours each way or miles exceeds 6,000 each way.
- Airfare expenses are reimbursed at the actual cost of Coach Class (Main Cabin, Economy) fare on a commercial airline if the employee is booking outside of Concur and paying out of pocket for the expense. The most cost-effective airfare shall be obtained.
- Preferred seating charges and extra baggage fees are allowed with DeptID/ProjID Request pre-approval.
- Personal airfare mileage points, reward points, other non-monetary incentives or discounts are not reimbursable.
- Airfare purchased with CTP in the Concur booking tool shall be reconciled on a Concur Expense Report. Booking airfare in Concur will charge the department account and therefore is not reimbursable in advance to the employee.
- Airline tickets purchased through CTP must be cancelled prior to the flight's schedule departure for an airline credit to be issued. Airline credits for unused tickets can be held in the traveler's name for one year from the original date of purchase. The airline may allow transferring to another employee and this can be confirmed with the travel agent. The

traveler has one year from the original date of purchase to use the ticket for business related travel before the credit expires. The fee to apply that credit to future trips is the responsibility of the department.

- If choosing to travel by personal or private vehicle in lieu of air travel, the cost of traveling by air at main cabin fares may be reimbursed if the cost is less than traveling by vehicle unless, there is a business justification that is reasonable, necessary, appropriately documented/explained and properly approved.
- If a credit is granted toward future travel from the airline or CTP for an unused ticket, it would be the responsibility of the department to track this credit for future use to avoid duplicating expense for the University or reimbursement to the employee.
- Expenses during personal travel time during a business trip are not allowable unless the expense would have been incurred regardless. Examples: Taxi to/from airport.

## B. State contract fares

State airfare contract rates offer the ability to cancel flights without penalty to the traveler or member institution.

- State contract airfares may only be used in conjunction with University related travel and may only be purchased with State issued Travel Card. Visit the state's website for additional information, <https://comptroller.texas.gov/purchasing/>.
- CTP also offers negotiated contract rates and is the preferred method for arranging airfare.

## C. Federally funded airfare

- **Fly American Act**-All air travel and cargo transportation services funded by the federal government are required to use a "U.S. flag" air carrier service. See Fly America Act for more information <https://www.gsa.gov/policy-regulations/policy/travel-managementpolicy/fly-america-act>.
- **"Open Skies Agreements"** are bilateral or multilateral agreements between the U.S. Government and the governments of foreign countries that allow travelers to use foreign air carriers from these countries for government-funded international travel. See Open Skies Agreements for more information <https://www.gsa.gov/policyregulations/policy/travel-management-policy/fly-america-act>.
- **Federal Travel Regulation 301-10-.106**-If you are a civilian employee of an agency as defined in § 301-1.1 of this chapter, you must always use a contract city-pair fare for scheduled air passenger transportation service unless one of the limited exceptions in § 301- 10.107 exist. An Internet listing of contract city-pair fares is available at <http://www.gsa.gov/citypairs>. See Federal Register for more information [https://www.gsa.gov/cdnstatic/FTR\\_Amdt\\_2006\\_04\\_FR.pdf](https://www.gsa.gov/cdnstatic/FTR_Amdt_2006_04_FR.pdf) for more information.

## D. TSA (Transportation Security Administration)

The TSA Secure Flight Program requires that travelers provide their name as it appears on the government identification card they plan to use when traveling. Travelers are also required to

provide their date of birth and gender. Membership cost is reimbursable on local funds with proof of payment.

## E. Clear

Clear uses biometric data (fingerprints and eye scans) instead of traditional ID documents like driver's licenses or passports. This lets you skip the TSA checkpoint for IDs. Membership cost is reimbursable on local funds with proof of payment.

## F. REAL ID-compliant Identification

See <https://finance.untsystem.edu/travel> for REAL ID FACTSHEET.

## G. Receipt requirements

For an employee to be reimbursed for a non-CTP purchased airfare expense, the employee must provide proof that the expense was incurred. A complete passenger receipt issued by a commercial airline company, an itinerary issued by the company, or a travel agency serves this purpose.

### **The receipt or itinerary must include the following:**

- The name of the employee and airline
- The ticket number
- The class of transportation
- The travel dates
- The amount of the airfare
- The origin and destination of each flight
- Proof of payment.

## H. Conference Registration

Registration prior to travel can be purchased using a state issued travel card and purchasing card.

## I. Rental Cars

Employees are entitled to reimbursement for the cost of renting a vehicle to conduct University business. The type of rental car shall be Standard Size cost or cheaper unless a Group trip or traveling with equipment. Damage to a rental vehicle shall be reported to the rental car company and/or insurance company. The renter may choose to purchase the damage waiver from the rental car company or use their personal insurance to pay for any damages.

- Direct billing for rental cars is provided through CTP for Enterprise and National. All charges will be billed directly to the department account as listed on the Concur Request. CTP is the preferred travel booking agent because they are integrated with Concur. The expense will be processed against the DeptID/ProjID listed in the itinerary.

The receipt requirements below apply for both direct billed expenses and employee out of pocket expenses with the car rental company used.

- **State contract vendors include all required coverage's through CTP:**
  - LDW (Loss/Damage Waiver or comprehensive), which covers all damage to the rental vehicle if it was rented under the state contract.
  - Liability, which covers persons and property outside the rental vehicle. The amount of this extended liability insurance is \$100,000 bodily injury per person, \$300,000 bodily injury per occurrence
  - Property damage, \$50,000 per occurrence ○ For additional information, visit the state's website, <https://comptroller.texas.gov/purchasing/programs/travel-management/>.

When a contracted vendor is not used, the employee is encouraged to check with their personal insurance company about coverage necessary when renting a car.

Purchasing insurance from the rental company requires prior approval from the DeptID/ProjID holder for reimbursement.

- **Gas expenses**

Gas expenses will be reimbursed from actual receipts for vehicles rented and used for business related travel.
- **Mileage reimbursement**

Mileage reimbursement may not be claimed when renting a vehicle for business travel. Mileage in personal vehicles can be claimed for reimbursement.

  - The rental car calculator can help determine whether it is more cost effective to use a rental car than reimburse a traveler for mileage. See Forms Library <https://finance.untsystem.edu/travel>.
- **Receipt requirements**

For an employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose.

The receipt must include the following:

- The name of the rental company,
- The name of the employee renting the vehicle,
- The starting and ending dates of the rental,
- An itemization of expenses incurred, and
- Proof of payment.

## J. Fleet Vehicles

Employees may also use any Institutional Fleet vehicles that may be available when traveling within the State of Texas for business related travel, if this is more cost-effective. Contact the institution Facilities department for more information.

## K. Parking

Employees may be reimbursed for parking expense incurred while traveling in a personally owned or leased vehicle, rental vehicle, or state-owned or leased vehicle.

Discount rates have been negotiated for airport parking. Please go to the Travel website, for additional information go to <https://finance.untsystem.edu/travel>.

## L. Toll Charges

Employees may be reimbursed for tolls paid when traveling in a personally owned or leased vehicle, rental vehicle, or state-owned or leased vehicle.

## M. Public Transportation

Employees are entitled to be reimbursed for the actual cost of transportation by taxi, Uber, Lyft, bus, subway, railroad, bicycle, boat and other vehicle if incurred to conduct state business.

See sources:

<https://fmx.cpa.texas.gov/fmx/travel/texttravel/trans/mass.php>

<https://fmx.cpa.texas.gov/fmx/travel/texttravel/trans/other.php>

## N. Mileage

Employees are entitled to be reimbursed for mileage incurred to conduct state business. The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle including wear and tear and, gas.

- Mileage is claimed on a Concur Expense Report using the mileage calculator contained in the Personal Mileage Expense Type.
- A clear Business Purpose or benefit to the institution shall be documented on each mileage expense.
- The reimbursement cannot exceed the actual mileage driven calculated by the current GSA rate.
- Mileage for business travel shall exclude the normal work commute (home to designated headquarters) and is not reimbursable
- If "officially" working from "home office" this should be documented by HR as designated Headquarters.

Concur will automatically calculate the current mileage rate established for the State of Texas. For more information, see:

IRS: <https://www.gsa.gov/mileage>

Texas Comptroller: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>.

## 10. Meals and Lodging

Meal and lodging reimbursement rates differ depending on whether the travel is in-state or out-of-state.

### A. Meals

Employees may be reimbursed for a meal expense incurred on a day that the employee conducts university business.

- Department Heads will be able to designate if a traveler may receive the maximum allowable rate (per diem) or actual meal expenses, with or without a limit. This will be indicated on the Concur Request (formerly Travel Budget Authorization) form for any travel (in-state, out-of-state and foreign).
- Reimbursing at the maximum allowable rate when in the state of travel will be reimbursed at a rate of 75% of the rate on the beginning and ending date of travel.
- An actual meal reimbursement is not allowed without supporting detailed receipts which shall include proof payment.
- Meal reimbursements on sponsored projects (ProjID's) may be per diem or actuals (which require a detailed receipt).
- **Tips and alcohol are not reimbursable on State funds. Funding from sponsored programs or other restricted funds may have additional requirements which prohibit the payment or reimbursement of tips or gratuity.**
  - Source: Texas Comptroller  
<https://fmx.cpa.texas.gov/fmx/travel/texttravel/meallodg/meals/prohibited.php>
- **Note: Grants and Contracts Administration, College Research Officers or Sponsored Programs are required to approve any expenditure on ProjID's.**
- The DeptID/ProjID holder will be responsible for monitoring departmental funding for established reimbursement maximums.
- Any meal included in a conference registration will not be considered a reimbursable expense without explanation. The conference agenda must be provided with the travel voucher and statement of the meals provided.
- Business Meal reimbursements require purpose of the meal, detailed receipt (which includes name and location of the restaurant, number of people served) and amount of the expense and a list of participants attendees.
- Food purchased while attending virtual meetings and conferences is not reimbursable.
- State funded travel expense reimbursement is not a per diem. An employee must claim the actual expenses incurred for meals and lodging, not to exceed the maximum allowable rates (in-state, out-of-state and foreign). The maximum shall not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. Source: The Texas Comptroller Comptroller.Texas.gov-  
<https://fmx.cpa.texas.gov/fmx/travel/texttravel/meallodg/lodging/reimburse.php>. The

reimbursement limit applies without a carry-over from another day. Source: [TexTravel Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22](#)

## B. Alcohol

Reimbursement for alcohol purchases as part of an actual meal reimbursement is allowed on local funds only. Alcohol is **not allowed** on state or sponsored project funding, or any DeptID for Athletics. Source: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/meallodg/meals/prohibited.php>

## C. Lodging

Employees are entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts university business and first day of travel and last day of travel for an overnight stay.

- When using the Concur booking tool, a hotel reservation can be held until check-in and the employee or guest will need to provide a travel card or personal credit card for charging the stay expenses for reimbursement. For guests of the University, the department does have the option to charge the expense to the P-card with an approved exception form. ○ Actual lodging expenses at a commercial lodging establishment are allowed with receipts for any travel (in-state, out-of-state and foreign). If the actual lodging expense is funded on state funding the actual expense should not exceed the daily maximum allowance. Source: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/meallodg/lodging/reimburse.php>.
- Personal reward points, other non-monetary incentives or discounts are not reimbursable.
- Hotels offer discounted rates for state employees on transient travel while doing business for the State of Texas. <https://comptroller.texas.gov/purchasing/programs/travelmanagement/hotel/>. A state issued Travel Card or personal credit card may be used to obtain these rates when a University direct billed travel card or P-card cannot be used. See Texas Comptroller Source: [Comptroller.Texas.gov](https://comptroller.texas.gov)- [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=34&pt=1&ch=20&rl=413](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=20&rl=413)
- **Note: Grants and Contracts Administration, College Research Officers or Sponsored Programs are required to approve any expenditure on ProjID's.**
- The DeptID/ProjID holder will be responsible for monitoring departmental/project ID funding for established reimbursement maximums.
- For lodging in Texas, Texas State Occupancy Tax shall not be assessed to any travel within the state of Texas. Travelers shall present the completed tax exemption form to the hotel front desk at the time of check in. This form is in the forms library on the UNT System Travel website at [untsystem.edu/travel](https://untsystem.edu/travel). Although the hotels are not required to accept the exemption form, employees must present the form at check in. **Note: If the commercial lodging establishment denies the exemption, the employee must state that fact on the Concur Expense line comments when claiming the expense.**
- Lodging taxes shall be itemized on the lodging expense on the Concur Expense Report.
- Incidentals shall be itemized under their proper category (i.e. incidental or meals).

- Receipt requirements for reimbursement are as follows:
  - The name and address of the commercial lodging establishment
  - The name of the employee
  - The single room rate
  - A daily itemization of the lodging charges
  - Proof of payment

## 11. Incidental Expenses

Incidental expenses are expenses incurred that do not fall into one of the previously described expense categories listed above. Incidental expenses may include, but are not limited to those listed below. Other expenses may be reimbursed if determined to be ordinary and necessary in the performance of University business and supporting documentation is provided.

- Copying charges for specific business purposes that could not be accomplished prior to travel and shipped ahead of the traveler.
- Shipment of materials to or from the destination if required.
- Charges paid to U.S. Department of State for foreign travel, departure taxes, inoculations, and currency conversion fees.
- Books and other documents purchased on behalf of the System or member institution while in travel status and shipment charges for these items to be shipped back to the travelers designated headquarters.
- Internet connection or wireless fees incurred during travel if used for System or member institution business.
- Telephone calls in instances when personal cell phone not available and when calling from a public phone, where official business is being conducted on behalf of the System or member institution (i.e. hotel, conference site).
- Navigation devices must submit justification why this expense was required given the proliferation of free navigation apps available for smart phone users.

### A. Tips/Gratuities

Tips or gratuities are something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

- Tips/Gratuities included with meal receipts as part of an actual meal reimbursement are allowed on local funds up to 20%. This applies to employees of state agencies while traveling on domestic or international state business and is not limited to traveling in state.

Source:

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=34&pt=1&ch=5&rl=22](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=5&rl=22)

- **Tips are not reimbursable on State funds. Funding from sponsored programs or other restricted funds may have additional requirements which prohibit the payment or reimbursement of tips or gratuity.**

Source: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/meallodg/meals/prohibited.php> ○  
All tips/gratuities and related taxes shall be itemized as a personal/non-reimbursable expense on the Concur Expense Report if on State Funds.

## B. Non-travel Out of Pocket Employee Expenses

Non-travel expenses should be rare and only incurred when a University issued Travel Card, or P-Card cannot be used. These expenses should be relatively low-dollar and must follow the rules as outlined in the Procurement Guide.

## C. Unrecovered Expenses/Cancellation Fees

If a trip is cancelled due to unforeseen circumstances and the employee has attempted to request any refunds possible, an employee may request reimbursement for any incurred expenses with a paid receipt, supporting documentation and, business justification for the incurred expense.

## D. Non – Reimbursable Travel Expenses

Expenses for which there is no prudent business justification include but are not limited to:

1. Personal expenses –i.e. toiletries, toothpaste, shampoo
2. Laundry and dry cleaning
3. Use of Hotel fitness equipment
4. Pillow for air travel/flight
5. Kennel expenses for pets
6. Excess baggage charges (personal belongings)
7. Airline Club dues
8. Hotel video rentals (personal entertainment)
9. Travel insurance-coverage for individual's "health" while traveling
10. Child Care

## 12. Travel Training

UNT Bridge & HSC Learn offers SAP Concur self-paced and Zoom training courses. See Travel website for more information: <https://finance.untsystem.edu/travel-training>.. Any courses completed in UNT Bridge will display in My Learning and can be continually referenced for information as needed.

### 13. Concur Resources

There are several links, training videos and PowerPoint presentations which can be referenced on the Concur Resource website here: <https://finance.untsystem.edu/concur-request-travel-expense>.

In addition, Concur Help can be accessed after logging into Concur for training videos and documentation on how to complete certain tasks within Concur. **There is a link to this on the Travel Concur Resource site.**

### 14. State-Funded Travel

When using one of the state funds as listed under Travel Funds, the guide below shall be referenced to know what is allowed/not allowed.

**Resources:**

1. State Contract Fares - <https://comptroller.texas.gov/purchasing/>.
2. The Texas Comptroller - <https://comptroller.texas.gov/>.
3. Textravel - <https://fm.xcpa.texas.gov/fmx/travel/texttravel/>.
4. Travel Expenses - <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
5. UNT System Travel and Travel Checklist- <https://finance.untsystem.edu/travel>.
6. State Grant Management - <https://comptroller.texas.gov/purchasing/grant-management/>.

See Summary of State Funded Travel Restrictions in the following table:

| <u>STATE FUNDED TRAVEL RESTRICTIONS</u>                   |  |
|---|--|
| <b>Meals – No overnight stay</b>                          | <b>Allowed, restricted to \$36/day</b> |
| <b>Tips and Gratuities</b>                                | <b>Not allowed</b>                     |
| <b>Advance Services for Students</b>                      | <b>Not Allowed</b>                     |
| <b>Advance Services Team Travel</b>                       | <b>Not Allowed</b>                     |
| <b>Establishment of Alternate Designated Headquarters</b> | <b>Not Allowed</b>                     |
| <b>Extra Baggage Fees</b>                                 | <b>Not Allowed</b>                     |
| <b>First Class/ Business Class Airfare Reimbursement</b>  | <b>Not Allowed</b>                     |
| <b>Preferred Seating</b>                                  | <b>Not Allowed</b>                     |
| <b>Prospective Employee Family Travel</b>                 | <b>Not Allowed</b>                     |
| <b>Alcohol Purchase w/ Meal</b>                           | <b>Not Allowed</b>                     |
| <b>Spousal Travel</b>                                     | <b>Not Allowed</b>                     |
| <b>Student Reimbursement</b>                              | <b>Not Allowed</b>                     |
| <b>Team Travel</b>  | <b>Not Allowed</b>                     |
| <b>Membership/Dues</b>                                    | <b>Not Allowed</b>                     |

## 15. Appendix

The following are common definitions of travel terminology and how they impact UNT System institutions:

**Conservation of Funds** – it is expected that all UNT System institution travel is planned and conducted to achieve maximum cost efficiency. All expenses must be reasonable, necessary, appropriately documented/explained and properly approved.

**State Funds** - Funds appropriated by the Texas Legislature in the General Appropriations Act, whether held inside or outside the state Treasury. Includes general revenue, special line items, Higher Education Funds (HEF), Advanced Research Program/Advanced Technology Program (ARP/ATP) funds, and other funds designated as “state” funds. All state funds must follow state expenditure guidelines.

**Local Funds** - Funds collected at the university for goods or services, provided by non-state grants or contracts, or provided by donors, as opposed to funds appropriated by the Texas Legislature in the General Appropriations Act.

**Corporate Travel Planners (CTP)** – CTP is the preferred travel booking agent for employee business travel and, they offer services that allow employees and/or designated administrative staff to book airfare, hold hotel and rental car reservations as well as manage their travel arrangements online with Concur at <https://untsystem.edu/concur>.

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**Travel Allowance (Per Diem)** - Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the lower 48 continental United States (CONUS). The State Department establishes the foreign rates (for example, Canada, Spain, Japan). The Department of Defense (DOD) establishes non-foreign rates which includes Alaska, Hawaii, and all U.S. Territories. For more information on non-foreign rates, visit DOD's Per Diem, Travel, and Transportation Allowance Committee at [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil) and foreign rates can be found at [aoprals.state.gov](http://aoprals.state.gov). (<https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem#1>)

**Reporting Period**-refers to PCard processing dates for Statement periods and General Ledger Close dates for journal deadlines. More information can be obtained from these websites:

<https://finance.untsystem.edu/p-card-dates> <https://finance.untsystem.edu/unts-component-general-ledger-closing-schedule>

**Travel Insurance**-UNT System insurance policy is managed by UNT Risk Management and provides insurance for employee and student international travel (study abroad) only. UNT does not offer domestic and accident policy insurance to employees or students. If employees or students are injured in the course and scope of their work, UNT files a Workers' Compensation claim. Otherwise, the individual medical insurance responds. See the following website for a current brochure on insurance coverage. Source: <https://finance.untsystem.edu/international-travel>.

**Travel Card** - is issued by the State of Texas through a supplier awarded contract and is used to pay for employee travel related expenses incurred while conducting official University business.

**Entertainment** - are social events generally to support a future benefit to member institution or cultivating potential donors or relationships (i.e., legislative, vendor, research).

**Travel Reimbursement** – The payment for expenses incurred by an employee on UNT System institution related business following the rules as established in the guidelines. Reimbursements are processed by EFT into the individual traveler’s bank account on file with Payroll for approved expenses through the Accounts Payable office.

**Non-Travel Reimbursement** - The payment for expenses incurred by an employee on UNT System institution related business following the rules as established in the guidelines. Non-travel reimbursements shall follow the rules as outlined in the Procurement Guide.

**DeptID/ProjID/Org. Dept.**- a DeptID/Org. Dept. or ProjID setup in accordance with guidelines of the member institution and holds the funds used to cover expenditures. Once established, the expenditures must follow pre-established regulations for UNT System institution funds.

**Designated Headquarters** – defined as the boundaries of the city in which the employee’s place of employment is located. Establishment of an alternate designated headquarters outside of this definition requires approval of the appropriate Vice- Chancellor.

**Employee** - An individual who is employed part-time or full-time by UNT (University of North Texas) System Administration, UNT, UNT HSC (Health Science Center) or UNT Dallas and eligible to travel on UNT System institution business.

**Packaged Travel Services** – is the purchase of at least two travel arrangements (i.e., airfare, lodging, and rental car) and related fees from an agency or service.

**Signature Authority Delegate** – Cost Object Approvers (DeptID/ProjID holders) and Supervisors may assign another person as a Concur Expense Delegate to approve on their behalf in their absence. Delegation is set in the Approver’s Profile Settings.

## *REVISIONS*

02.15.2022 – New Guidelines published

06.01.2022 – Updated verbiage regarding Designated Headquarters in Appendix section

04.18.2023 – Updated logo on page one and fixed broken link on Section 13. Concur Resources

05.25.2023 – Added Funding Definitions to the Appendix as well as under Section 2. Key Roles, E. Cost Object Approver (DeptID/ProjID Holder), a. Funding Definitions

11.16.2023 – Updated titles for sponsored project and grant related approvers and offices.

05.02.2024 – Updated Travel Card and Cash Advance information