

Travel Information Sheet

When and how do I request approval for travel?

Requests for travel must be submitted to SDS staff at least 3 weeks in advance for domestic travel and 6 weeks in advance for international travel. All RTA's must have necessary approvals prior to the trip. You may submit your RTA requests online here: [SDS Travel Requests](#).

The [Travel Management Services](#) office is responsible for assisting in planning travel and making travel arrangements. For personalized assistance with booking travel, UT contracts with [Anthony Travel](#) to assist with booking flights, hotels, etc. Booking with Anthony Travel is recommended to ensure travel costs are within UT travel limits and are fully reimbursable.

- Please note that travel to certain international regions is restricted due to safety risks, instability or other reasons. The list of restricted regions can be found here: [Restricted Regions List](#)
- *Foreign exchanges rates may be found at [OANDA Currency Converter](#)*

How do I get reimbursed for travel?

In order for requests for reimbursement of travel expenses to be approved, receipts are required and must be submitted. The following original receipts are required for reimbursement:

- Airline receipts
- Rental car receipts
- Gasoline receipts
- Bus, taxi, train receipts (for travel between cities)
- Lodging receipts (must include the hotel/motel, or short-term rental showing the itemized costs)
- Itemized meals receipts (when rules allow exceptions to limits)
- Registration receipts (if registration was paid by the traveler)
- Miscellaneous expenses, see [Reimbursable Expenses](#)
- *Foreign exchange rates (for foreign travel only, should note the type of exchange rate used. Example: EURO > USD)*
- *Mileage (must use [MapQuest](#) to obtain mileage from duty point to duty point using the shortest distance)*

The expenses must be itemized by date, locale, type, point-to-point, and amount. Receipts for parking expenses are not required. UT employees must provide a [Texas Hotel Occupancy Tax Exemption Certificate](#) at Texas lodging establishments in order to be exempt from state lodging taxes.

What are my spending limits?

The travel expenses must be the lowest possible considering all relevant circumstances. Reimbursements for transportation expenses include personal car mileage, commercial air, rented vehicle, mass transit, and private aircraft. Meal expenses are limited to \$51 per day. If meal expenses exceed this limit, itemized meal receipts and an explanation will be required. Meal and lodging expenses combined are not to exceed \$260 within Texas; \$375 per day for travel outside of Texas and \$425 outside the US on non-grant accounts. Travel on federal grants should follow guidance provided by the [U.S. General Services Administration \(GSA\)](#).

When do I need to turn in my receipts?

Every effort should be made to submit your expenses for reimbursement as soon as possible after incurring the costs in order to eliminate any confusion that might occur due to invalid account numbers, unavailable funds, or reporting periods. Due to Internal Revenue Service (IRS) regulations and the Safe Harbor rules, expenses older than 60 days require a written explanation as to the reasons for the lateness.

Receipts should be submitted via the DocuSign here: [SDS Travel Reimbursement Requests](#)