

UNIVERSITY OF THE INCARNATE WORD

General Travel Expense Report

Prepare in Duplicate

Submit original with approval information, estimate of trip costs, and advance request, if any. Submit second copy with receipts after travel.

Approval information is to be completed at least one month **prior** to actual travel, when trip is approved: (See reverse side for Policy).

PERSON ATTENDING: _____ SCHOOL ID #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

OFFICIAL DATES OF EVENT: _____ PLACE OF EVENT: _____

NAME OF EVENT / BUSINESS PURPOSE: _____

THIS TRIP IS PROPERLY BUDGETED IN BUDGET NO: _____ - 7202 - _____

Signature: _____
(Traveler - Print and Signature) (Date)

Approved By: _____
(Immediate Supervisor - Print and Signature) (Date)

Approved By: _____
(Dean or Vice President - Print and Signature) (Date)

COMPLETE ESTIMATE COLUMN PRIOR TO ACTUAL TRAVEL: (Remainder of form is to be completed after traveling).

See instructions on reverse

1. Airfare (* no advance)
2. Registration fees (* no advance)
3. Lodging (see limits)
4. Auto mileage
5. Meals (see daily limits)
6. Other (including taxi, parking, car rental)
7. TOTAL (lines 1 – 6)
8. TOTAL ADVANCE REQUESTED

FOR USE PRIOR TO TRAVEL	COMPLETE THIS COLUMN AFTER TRAVELING
Column A Estimated Cost	Column B Actual Cost
*	
*	

Final Settlement After Travel:

9. Less amounts paid directly by University:
 - (a) Airfare (PO#/Check# _____)
 - (b) Registration fees (PO#/Check# _____)
 - (c) Lodging, meals, other (PO#/Check# _____)
 - (d) Total advance (line 8) (Check# _____)
 - (e) Total paid directly (a + b + c + d)

10. YOUR REIMBURSEMENT: If expenses (7) exceed amounts paid by Univ. (9e).
11. CASH RETURNED TO UNIV.: If amounts paid by Univ. (9e) exceed expenses (7).

AFTER TRAVEL:

COMPLETED FORM (WHETHER REIMBURSEMENT IS REQUESTED OR CASH IS RETURNED) MUST BE SUBMITTED TO ACCOUNTS PAYABLE.

Signature: _____
(Traveler - Print and Signature) (Date)

Approved By: _____
(Immediate Supervisor - Print and Signature) (Date)

Approved By: _____
(Dean or Vice President - Print and Signature) (Date)

SEE REVERSE SIDE OF THIS FORM FOR DETAILED EXPLANATION OF POLICIES

White Copy – Budget & Advance / Accounts Payable Yellow Copy – Settlement / Accounts Payable Pink Copy - Traveler

GENERAL INFORMATION

Authorization: Travel must be approved by a supervisor prior to any travel reservations being made to ensure the travel is properly authorized based on departmental needs. In addition, the supervisor should verify the department has sufficient budget available to cover the expected travel expenses.

Settlement: The completed General Travel Expense Report and the Expense Summary Form must be submitted to Accounts Payable no later than ten (10) days after return of travel. Please attach itemized receipts for all expenditures and a copy of the agenda/schedule at a glance/conference program from any meeting/conference attended.

FULL REIMBURSEMENT IS MADE WITH THE EXPECTATION THAT REALISTIC BUSINESS EXPENSES ARE INCURRED.

No reimbursement will be made if there are any previous outstanding travel settlements. Any reimbursement is limited to travel budget allocations by department.

Reimbursement is made only for the expense of the authorized University employee. If others accompany the employee, the employee is reimbursed only for his/her own share of the expenses incurred. If several employees travel together, each must make an individual report of his/her share of the expenses, attaching copies of necessary receipts and calling attention to the total of hotel expenses incurred.

Personal Expenses: (i.e., expenses that may have been occasioned by the trip, but are not necessary to it) for entertainment (i.e., movies in hotel room), alcoholic beverages, reading material, sundries, spa services, expensive personal phone calls, valet parking, etc., are not subsidized by the University.

INSTRUCTIONS:

- Line 2 **Registration fees** are to be paid by the University payable to the sponsor, or we will reimburse you upon completion of your travel if you choose to pay the sponsor directly and submit a receipt.
- Line 3 **Lodging** The traveler should select a moderately priced hotel and a single occupancy standard room type. Hotels may be booked through the contracted travel agency to facilitate travel arrangements and take advantage of any corporate discounts. Expenses other than lodging expenses which may appear on the hotel bill such as meals and parking should be broken out separately when submitted. Detailed receipts for meals charged to the room must be included as support.
- Line 4 **Auto Mileage** is based on the IRS rates. For short trips you are encouraged to travel by car, generally plane travel is more economical for longer trips. Maximum mileage allowance is the amount of a round trip airline coach fare, plus car rental (if necessary).
- Line 5 **Meals Allowance** If the traveler chooses the per diem method for meals, the employee will receive \$50 per day for each day of travel. Receipts are not required to be submitted with this method; however, support showing the number of days the individual traveled on university business should be included (i.e., conference agenda).
- Line 6 **Rental Car** If a rental car is deemed necessary when traveling, Enterprise/National is the preferred rental car agency and has provided a corporate discount to the University. All rental cars needed in conjunction with air travel must be booked through the contracted travel agency. The traveler's P-Card should be used to reserve the rental car portion only for the reservation.
- Line 6 **Taxi/Ride Share** If a rental car is not a necessity, the employee can opt to take a taxi, ride share service (i.e., Uber or Lyft) or shuttle to go from one location to another while traveling out of town.
- Line 6 **Parking** Airport parking for air travel is allowable as long as the parking fees are reasonable. Travelers should make an effort to park in the less expensive long-term parking garages or offsite parking lots rather than in the short-term parking garage. Costs for a taxi or ride share to and from the airport in lieu of parking are also allowable.
- Line 6 **Other** Toll charges incurred for business travel are allowable. For toll charges paid by an employee requesting reimbursement, the detailed toll receipts must be submitted. Reasonable tips, generally not to exceed 20%, are allowed on business meals.
- Line 9 **Other** Please list items paid or charged directly to the University; 9(e) should be the total of (a) through (d). Include any amounts that were charged on your University credit card.
- Line 10 We will reimburse you for expenses you paid in excess of any funds that we have advanced to you.
- Line 11 If your cash advance exceeds the expenses for which you paid, then please pay this amount to the Business Office; attach the cash receipt to this report and submit to Accounts Payable.

Please refer to the University's Financial Policies and Procedures Section 3: Travel and Entertainment Policy and Section 4: Credit Card/Purchase Card Policy for the complete policies as they pertain to the General Travel Expense Report