



**UTSA**<sup>®</sup>

The University of Texas at San Antonio<sup>™</sup>

**KCEID Business Service Center**

TRAVEL OVERVIEW

# Agenda

- Travel Authorization
- Travel Arrangements
- Travel Reimbursement
- Helpful Links

# Travel Authorization

## *Faculty & Staff*

### ➤ Why

- to authorize travel for UTSA employees and students. Non-employees who are traveling on UTSA business are not required to complete a TA, but must have a written agreement (such as a contract) indicating that UTSA will reimburse or pay the non-employee's travel expenses.
- The TA must be completed and approved for travel authorization regardless of whether UTSA pays for any portion of the travel expenses.

### ➤ What information do I need?

- Destination and Dates
- Who will pay for travel expenses?  
UTSA (cost center or Project ID ) or No Cost to UTSA
- List of Expenses (airfare, lodging, meals, poster printing, etc.)
- Funding source – Cost Center, Project ID, Internal Travel Award
- Justification for Travel (conference, research meeting, recruitment)

### ➤ When should I submit?

- Domestic – at least 14 business days prior to departure
- International – at least 21 business days prior to departure

# Travel Authorization

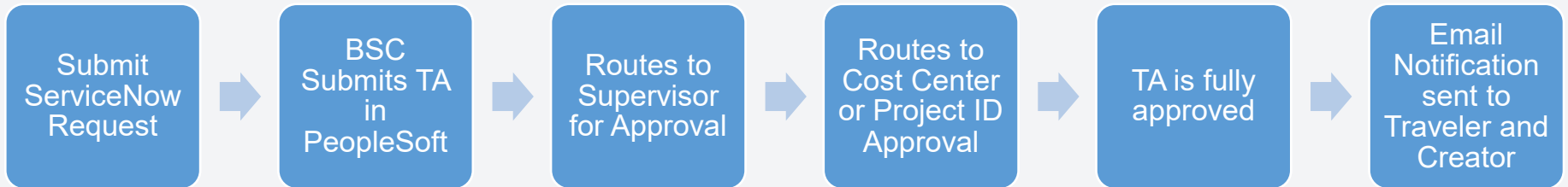
## *Student / Non-Employee*

- Why do I need a Travel Authorization
  - HOP 5.18 – Student Travel Guidelines/Policy  
<https://www.utsa.edu/hop/chapter5/5.18.html>
  
- What's information do I need?
  - Must complete student travel paperwork. Contact BSC for forms and additional guidance.
  - Destination and Dates
  - Justification for Travel
  - Funding Source
  - List of expenses (airfare, lodging, ground transportation, etc)
  - Advisor/Department organizing travel (UTSA Faculty/Staff)
  
- When should I submit?
  - At least 14 business days prior to departure

# International Travel

- Submit request at least 30 business days prior to travel
- Request must be reviewed and approved by IOC if traveling to a restricted region. The IOC meets 2 times per month and requires approval to be made 21 days prior to ticket purchase date.
- [www.global.utsa.edu/international-travel/](http://www.global.utsa.edu/international-travel/)
- Traveler is automatically registered into On Call International when airfare is purchased through the contracted travel agency

# Travel Authorization Approval Process



# Travel Arrangements

**Once your TA is approved. The BSC will contact you to make a 15-30 minute appointment to arrange all your travel needs (airfare, lodging, rental car, etc.)**

**All UTSA Employees need to complete the Concur registration.**

- Email DTS for self registration link (link expires -24hrs)
- Complete Concur Profile
  - Personal Credit Card Information needed
  - Assign Meghan and Irma as travel arrangers
  - Select and HOLD itinerary/reservations. Please do not purchase, contact Meghan and Irma to complete pending travel arrangements.

# Non-Employee Travel

## CHECK LIST FOR WHAT IS NEEDED FOR TRAVEL ARRANGEMENTS IN CONCUR

**Airfare:** Arrival Date, Arrival Time, Departure Date, Departure Time  
Preferred flights: Airlines: United, American, Southwest, Delta

**Name** as it appears on your Driver's License or Passport.

**Date of Birth**

**Cell Phone number**

**Work email**

**Hotel:** Arrival Date, Arrival Time, Departure Date, Departure Time  
Complete Hotel Information: Location, Address, Is this the conference hotel?

**Additional Information:**

Copy of Itinerary, Meeting Agenda, Conference Session Information, Funding Source(s)



# Travel Reimbursement



At completion of travel please submit your expenses for reimbursement. All travel should be submitted for reimbursement no later than 90 days after return.



What's needed?

- Funding source
- Itemized receipts
- If applicable, attach award letter
- Travel Authorization Number

# Helpful Links:

Travel Authorization & Travel Reimbursement Requests are submitted via ServiceNow

<https://utsa.service-now.com/bsc>

## UTSA Travel Guidelines

- Travel Authorization - <https://www.utsa.edu/financialaffairs/resources/financial-guidelines/0901.html>
- Travel Reimbursement – <https://www.utsa.edu/financialaffairs/resources/financial-guidelines/0904.html>

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