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

1. Submit ServiceNow Request
2. BSC Submits TA in PeopleSoft
3. Routes to Supervisor for Approval
4. Routes to Cost Center or Project ID Approval
5. TA is fully approved
6. Email Notification sent to Traveler and Creator
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