



**UNIVERSITY OF THE
INCARNATE WORD**

General Travel Expense Report

Must Submit Within 10 Days of Return from Travel
Attach Receipts/Supporting Documentation

See the Procurement and Bid Policy and Travel and Entertainment Policy for additional information related to allowable expenses.

REQUESTOR: _____ SCHOOL ID#: _____ PHONE: _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

If the advance and settlement are related to a trip or event, please fill out the following:

OFFICIAL DATES OF EVENT: _____ LOCATION OF EVENT: _____

NAME OF EVENT/BUSINESS PURPOSE: _____

Please enter advance amount requested or actual out-of-pocket costs incurred in columns A or B, respectively. Do not include any expenses on this form that were paid directly by the University. Note: Sales tax will not be reimbursed.

Airfare (Not included in GTR total)		Column A: Advances (Complete Prior to Travel)	Column B: Actual Costs (Complete Upon Return)	Column C: Settlement (Calculated)
1. Registration Fees	(no advance allowed)			
2. Lodging				
3. Auto Mileage	(miles x rate)			
Total Miles Driven	<input type="text"/>	(attach MapQuest or Google-maps as support)		
Mileage Rate	<input type="text"/>			
4.a Meals - Actual Cost				
4.b Meals Allowance				
Number of Days	<input type="text"/>			
Daily Rate	<input type="text"/>			
5. Rental Car				
6. Taxi/Ride Share				
7. Parking				
8. Other	(tolls, tips, other misc.)			
9. Other	(non-travel related, other)			
10. Total	(lines 1-9)			

Charge to the following accounts:

Department Name	Fund	Org	Acct	Program	Amount
TOTAL:					

INITIAL ADVANCE REQUEST:

REQUESTOR: _____
 Print _____ Sign _____ Date _____

APPROVED BY:
 Immediate Supervisor Print _____ Sign _____ Date _____

AFTER TRAVEL SETTLEMENT:

REQUESTOR: _____
 Print _____ Sign _____ Date _____

APPROVED BY:
 Immediate Supervisor Print _____ Sign _____ Date _____

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 1 **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 2 **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 3 **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). Mileage will not be reimbursed if you submit actual auto expenses (i.e., gasoline).
- Line 4 **Meals-Actual Cost** If the traveler chooses the actual expense method for meals, all meals should be charged to a University P-card when possible. Snacks and alcohol are not allowed. Excessive or extravagant meal expenses may be considered personal expenses and may be required to be reimbursed by the employee. Travelers are required to obtain and submit the detailed or itemized receipts for meals.
- Line 4 **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 5 **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 7 **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 8 **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 refer to the University's Financial Policies and Procedures for your specific non-travel related expense.
- Line 10 **Total** Please total items 1 through 9 here.

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