

## Instructions for completing the Departmental Travel Authorization form (for travel beginning 9/1/2020)

- 1 A completed and signed/approved Travel Authorization form is **required prior to travel**. Traveler and Supervisor signatures are required. OSP signature required for grant funding. Foreign travel must have one of the designated signatures. CBA/DBA and Dean/Dept. Head signatures are optional. CBA/DBA official approval is in PeopleSoft Finance.
- 2 The department is required to store an electronic copy of the approved travel authorization form.
- 3 The department must encumber funds on a Travel Purchase Order using **Business Unit TR759**.
- 4 **A copy of the approved TA must be uploaded to the Travel PO in PeopleSoft along with the supporting documentation.**
- 5 **For Travel Office assistance with:**
  - Purchasing Airfare (itinerary must be included);
  - Rental Car Reservation and/or Direct Pay;
  - Requesting a Hotel TAP card;
  - Foreign Travel (required documents);
  - Or any other special request,**email approved TA for the above requests as soon as possible to [TravelOffice@uhcl.edu](mailto:TravelOffice@uhcl.edu) (at least 10 business days prior to domestic travel, 30 days prior to Foreign Travel). The Travel Office will not encumber, but will assist with the above requests.**
- 6 When travel is completed, the traveler must submit an expense report signed by the traveler and the supervisor to the Travel Office for reimbursement. The Travel PO# must be on the expense report. Any supporting documentation not already uploaded to the Travel PO should be included with the expense report.
- 7 **Expense Reports must be submitted within 60 days of trip return date**, after which, those reimbursements will be processed as taxable income. **Blanket Mileage is exempt from this requirement and should only be submitted once per quarter.**

### TA details:

- 8 The Travel PO # should be added to the **pdf of the TA, once encumbered**.
- 9 Name of traveler should be as it appears on government issued ID used when traveling.
- 10 Accounts Payable Vendor ID is not the PeopleSoft ID. See link below to obtain a Vendor ID if needed.  
[Vendor Setup Requirements](#)
- 11 Foreign Travel has additional requirements. See the UHCL Travel links below for more information.  
[UHCL Travel Guidelines](#)   [Export Controls and Travel Embargo form](#)   [Fly America Act Waiver Checklist form](#)
- 12 If 50% or more trip days are primarily personal vs. business, traveler will not be reimbursed for domestic travel to/from destination.
- 13 Do not use acronyms.
- 14 **Department Pay** - includes using a P-Card or Voucher for registration or an IDT for Int'l. Travel Insurance.  
**UHCL Pay Directly** - includes Travel Office purchasing airfare, use of a TAP card, and direct billing for car rental.
- 15 Lodging should include local taxes.
- 16 Non-overnight meals are not covered.
- 17 Mileage will auto calculate with current reimbursement rate.
- 18 Parking should include taxes.
- 19 Conference registration "only" should be reimbursed by department. The Travel Office will reimburse conference registration only if there are other travel expenses to be reimbursed.
- 20 The Estimated Expenses Sub-Total amount does not include items in the "Dept Pay" column.
- 21 The Grand Total includes all travel related expenses listed on the estimated expenses worksheet for future budgeting purposes.
- 22 Check box for "approved excess lodging" in case the state contracted rate is not available.
- 23 Check box if overages of 10% or less are pre-approved. Overages greater than 10% will require further approval.
- 24 In the Departmental Use Only area, the department enters the Account Code/s, Cost Center/s, Speed Type/s, approved Funds amount/s and if funds are limited to the amount/s, check the box to the right. The "**Approved Amount to Encumber**" auto calculates. **Do not use State Funds for travel.**
- 25 If you have questions, contact the Travel Office at 281-283-2270 or email: [TravelOffice@uhcl.edu](mailto:TravelOffice@uhcl.edu)