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 (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