

Reimbursement Requests (Travel, Entertainment, Supplies)

To obtain your reimbursement in a timely fashion please follow the instructions listed below for the type of reimbursement you are requesting. All reimbursements will be sent direct deposit unless you request it to be mailed to your home address. PERSONS CAN ONLY BE REIMBURSED FOR HIS OR HER OWN EXPENDITURES.

Travel Reimbursement:

1. See Elena for RTA Number (**Request for Travel Authorization (RTA)**). Complete form and submit (this form must be filled out before traveling) (If you are traveling to another country the RTA must be filled out and approved 30 days prior to your travel).
2. Complete Travel Payment Voucher –VP5 Form (**Travel Payment Voucher (TPV)**)
3. Tape all original receipts down to plain sheet of paper, careful not to tape over the amounts on the receipt. (Do not use the back of the paper or scratch paper)
4. Turn in all receipts and **Travel Payment Voucher (TPV)** form to Tammy McDade in CPE 1.450D
5. In some cases proof of payment may be needed for receipts still showing “balance owed” a credit card statement will work as proof of payment.
6. Mileage is reimbursed at 44.5 cent per mile.
7. If you need conversion rates, please go to Oanda.com and attach a copy of your conversion sheet.
8. After voucher has been created Tammy will contact you for your signature.

**Note: You are not allowed to pay for someone else’s travel expense(s). If sharing a hotel room please have hotel separate charges if possible.*

Entertainment Reimbursement:

1. Fill out an **Official Occasion Form**
2. Tape original receipts to plain sheet of paper careful not to cover the amount. Include name & EID on corner of paper. (Do not use back of paper or scratch paper.)
3. Turn Official Occasion Form and Original Receipts in to Tammy McDade in CPE 1.450D
4. Tips can only be reimbursed up to 20% of the bill.
5. Itemized receipt must also be included. Proof of payment maybe needed if no credit card receipt is available.
6. If you do not have an itemized receipt. You will need to provide a written statement listing the individual items that were purchased. This statement must be on letterhead along with your signature.

Supplies purchased in Emergency

1. Tape original receipt down to plain sheet of paper careful not to cover the amount (Do not use back of paper or scratch paper)
2. Write your name, your UTEID and account number on the top right hand corner of the paper.
3. Tax is not reimbursable.

** Note: If you do not receive your reimbursement in about 5 to 7 business days, please contact Tammy McDade @ 471-0444 or stop by her office CPE 1.450D or email (mcdade@che.utexas.edu).*