Travel Training
Spring 2017
Travel Policy

This policy applies to the travel of enrolled student members of registered and sponsored student organizations when the organization requires its student members to attend an activity or event and that activity or event *occurs more than 25 miles from the university campus (or overnight)*. Failure to follow all policies and procedures could result in disciplinary penalties and travel plans being canceled.

http://www.utexas.edu/student-affairs/student-travel

Students who wish to travel on behalf of their student organization **MUST** be in good academic standing. **NO EXCEPTIONS!**

*Appropriate professional behavior is expected at all times.*
Things to Consider Prior to Travel

• Are there enough organizational funds available?

• How many people will be traveling?

• Will members be expected to contribute any personal funds to trip costs?

*The more members that travel, the more paperwork is required on behalf of the group’s travel coordinator, ESL and UT Austin. This means additional processing time is necessary. PLEASE ALLOW ENOUGH TIME!*
Travel Planning

**PLEASE - PLAN AHEAD!!**

*Unfortunately, no last minute travel arrangements can be accommodated.*

*Failure to plan ahead can result in travel not being approved and cancelled!*

- For **domestic** travel, please allow a minimum of **fourteen** business days.
  - Please complete the Travel Request and Checklist found on the Student Life website, [http://www.engr.utexas.edu/studentlife/resources/travel](http://www.engr.utexas.edu/studentlife/resources/travel) under “travel forms”.

- For **international** travel, please allow a minimum of **thirty** business days.
  - If traveling internationally, must comply with University Student Travel Policy for international locations.
  - Schedule an appointment with Helena Wilkins-Versalovic, located in Anna Hiss Gym (AHG) three (3) months in advance.

International Travel Info: [http://world.utexas.edu/international/](http://world.utexas.edu/international/)
Travel Registry: [https://utdirect.utexas.edu/io/abroad/itr/index.WBX](https://utdirect.utexas.edu/io/abroad/itr/index.WBX)
Travel Planning

Billed to your Organization Account:
- Airline Tickets – direct billed
- Conference Registrations – Pro Card
- Rental Cars – direct billed (Avis, Enterprise or National)

Reimbursable:
- Airline Tickets
- Conference Registrations
- Hotel Rooms
  - Note: One room per person
- Food
  - Note: Per person
- Gas
- Rental Cars
- Taxes

Reimbursements can only be processed AFTER completion of all travel and you have returned to campus.
Travel Policy Preparation
Travel Policy Preparation

- Hard copies of all travel forms ([http://www.utexas.edu/student-affairs/student-travel](http://www.utexas.edu/student-affairs/student-travel)) must be submitted for every trip that is taken. The travel coordinator should also have a copy of all travel forms available during travel. These can be an electronic copy.

### Required Paperwork

- **Travel Request and Checklist Form** – This form is the cover sheet for the travel event. ([http://www.engr.utexas.edu/studentlife/resources/travel](http://www.engr.utexas.edu/studentlife/resources/travel)). Individual in charge of travel should complete this form.

- **Request for Travel Authorization (RTA)** – An RTA must be created for each member who requires to travel on behalf of their organization.

- **Release and Indemnification Agreement** – This form is required of each student member who will be traveling with the organization. All forms must be signed, witnessed, and have the correct dates.

- **Authorization for Emergency Medical Treatment** – This form contains the information for emergency contacts in case of an accident.
Required Paperwork

- **Driving Vehicles for Travel** – According to university rules, all students who will be operating vehicles while traveling must have a valid driver’s license and liability insurance. Copies of these must be provided to ESL prior to traveling. Students may elect to drive their own vehicles or rent vehicles.

- **Special Events Insurance Form** – See below.

**Special Events Health Insurance**

- Special Events Health Insurance is **REQUIRED** for uninsured students who travel to university-organized or sponsored events, or when travel is required for registered student organizations.
Travel Reimbursement

• It is mandatory to strictly follow all the required procedures in order to be reimbursed for any travel expenses.

• All original, itemized receipts must be submitted at the completion of the trip in order to be reimbursed.

• Travel must be completed BEFORE any personal reimbursements will be processed.

• If seeking reimbursement for airline tickets, each individual must be reimbursed for his/her own ticket. One individual may not be reimbursed for multiple airline tickets. REMEMBER – students are encouraged to airline tickets through Concur!

• If seeking reimbursement for hotel rooms, an individual may only be reimbursed for one (1) hotel room, however, one (1) hotel room may be divided between multiple individuals.
UT Austin Air Travel

• Students traveling on university business can make their travel arrangements via Concur, the University’s online travel tool or through one of the University’s contracted travel agencies. This is the preferred method of arranging airfare.

  • Airfare may also be made through other online sites, but Concur should be checked first and a cost comparison should be made.

• Flights reserved through Concur can be direct billed or individually purchased for reimbursement.

• The required use of the contracted travel agencies is directed to faculty/staff/student business travel reservations.

Rental Car Policy

All car rentals reservations are required to be made using one of five contracted companies: Avis, Budget, Enterprise, National or Hertz.

- Each company has a UT Austin discount number that should be used when making reservations.
- Only Avis, Enterprise and National can be direct-billed to your account.
- For additional information on rental cars, please refer to the Travel Management website.
Questions?
THE UNIVERSITY OF TEXAS AT AUSTIN

Cockrell School of Engineering