



## What to do and not to do for Travel Reimbursement

**Traveler's Responsibilities:** Obtain the most cost-effective mode of travel. Complete travel application in advance of travel; Complete travel expense (Chrome River) within 15 days (if the advance was obtained) or 30 days of the trip return date, and comply with federal, state, and sponsored project and institutional policies.



DO separate purchases for airfare, ground transportation, vehicle rental and lodging.



DO use U.S. per diem rates for lodging and meals. In- and Out-of-state travel are limited to these rates.



DO use the approved contract rate (size) for vehicle rentals such as Enterprise/National, Hertz, and Avis/Budget. Codes provided by travel office.



DO keep all itemized receipts for taxi/shuttle/uber/lift. Include map/distance.



DO provide lodging receipt with traveler name, room rate, and must show a zero balance.



DON'T use a third party travel agency to book your travel expenses.



DON'T reserve first class, business class, early bird, etc. on airfare.



DON'T claim per diem for meals if meals are provided by a conference.

*Meals are not included on non-overnight trips.*



DON'T rent vehicles not listed on the contract rate (size).



DON'T pay State of Texas Occupancy Tax. See form provided by travel office.