

Tips for travel reimbursement

- Get your signed applications in at least two weeks before your trip. You cannot receive an advance on a trip if you turn it in only a day or two before. All trips should be processed early, but advances especially need extra time to receive approval.
- Make sure apps are complete with a full explanation of your trip, why it benefits you and the university, and travel dates/times. This is required for all trips, and just writing the conference name as your explanation isn't enough. Travel Services needs to know why your trip is beneficial, and this applies to students AND faculty/staff.
- Include only the expenses that you wish to claim on your trip. For example, if you are only asking for a \$400 reimbursement, I don't need to know everything you are spending on the trip, just expenses up to \$400.
- If you are claiming airfare, submit a document that shows the flight dates/times, date of purchase, airline name, and proof of payment.
- Hotel receipts should include the nightly rate and taxes listed separately, date of check-in and check-out, hotel name and address, and the last four digits of your credit card number. (If you use a service like AirBNB, be sure to ask your host for an email that includes these things.)
- If you are claiming meals, you get reimbursed based on the local per diem rate. Receipts aren't needed for meals. You also have the option of using a standard rate, which is \$51/day.
- If you choose to drive your own car and claim mileage, it needs to be the most cost effective option. If it is cheaper to fly you either need to have a valid reason to drive, or get a travel exception form signed.
- If you rent a car, make sure you get the TTU contract rates. If you aren't sure what they are, contact the travel processor first.
- If you would like an advance, make sure you write it on the application. We assume all trips will be reimbursed AFTER the traveler returns, unless they request otherwise.
- If you are receiving funding from somewhere other than the School of Theatre and Dance budget (from CVPA, research funds, etc) make sure you include the FOP number on your application.
- This link includes lots of helpful information. If you aren't sure about something, use this as a reference. <http://www.depts.ttu.edu/procurement/departments/travel-services/>
- If you have questions about anything travel related, email Miguel.cervantes@ttu.edu