**Checklist for Travelers**

1. Fill out Travel/Leave 48 hours in advance, 6 weeks for International Travel.

2. If Travel Advance is needed, see Business Office staff.

3. When arranging airfare for University Business, you may opt to use the departmental CBA (Corporate Business Account) or your personal corporate card to book flight arrangements. If you opt to use CBA, you will need to visit with business office staff. **All airfare receipts must include airline ticket number, passenger name, detailed itinerary, class of travel and cost and must be submitted to business staff for processing.**

   If you opt to use your personal corporate card, you will submit all receipts once you complete the travel.

4. Reimbursement – You will submit all receipts listed below along with the completed Reimbursement Form. Once the business office has completed processing, you will sign certification form and return for reimbursement.

   ✓ Airfare  ✓ Incidental receipts
   ✓ Hotel  ✓ Parking
   ✓ Car rental  ✓ Registration
   ✓ Meal receipts must be itemized receipt (not just credit card receipt)
   ✓ Mileage, if claiming actual must have odometer reading
   ✓ Taxi/Shuttle - provide destination on receipt, if no receipt is available, please include in writing the destination and amount.

**Things to Remember**

**Hotel:**

✓ If hotel room was shared, the hotel bill must have your name on it along with what you were charged. You should also indicate if that person is a State employee

✓ When traveling in Texas make sure you provide the hotel with the hotel occupancy tax exemption certificate. You cannot be reimbursed for State of Texas tax.

✓ When making a reservation ask for state employee discounted rates OR state contracted rates if available. You may also ask if any special rates are available.
Taxi / Shuttle:

✓ Receipts must include destination. If no receipt is available, you must provide
details in writing with the information below.

Date____  Amount__________  Destination To/From______________

Mileage:

✓ Mileage will be reimbursed up to the current Federal Government Rate. To
calculate mileage, use the Texas Mileage Guide at the following:
http://www.window.state.tx.us/comptrol/texastra.html or your odometer readings
with point to point documentation.

Car Rental:

✓ When making a reservation ask for state contracted rates using codes listed
below. State contracted rates include insurance. If you find a cheaper rate you must
make sure it includes insurance or you will not be reimbursed for insurance.

    Advantage    711-TXC
    Avis          F999-711
    Enterprise    TX-711

Contracted Airfare:

✓ Contracted State rates are available and can be found at the following
website:  http://www.tbpc.state.tx.us/travel/apr06mar07.html

✓ The contract airline fares are designed for last minute or fully
refundable travel requirements. State agencies and institutions of higher
education are encouraged to utilized 14-day advance or other lower cost
airline fares for planned travel requirements to obtain lowest possible cost to
the state.

Please return this envelope along with required receipts to [Becky Kubena or Susan
Sassano] within 5 days of traveling.