Travel Training
2018 - 2019

Susan Higginbotham

Ever heard of the Shiggy Challenge?
Prepare for Takeoff

- Travel Policy
- Prior to Travel
- Planning
- Preparation
- Paperwork
- Air Travel
- Rental Cars
- Reimbursement
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.
  
  o 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.

  o If traveling internationally, must comply with University Student Travel Policy for international locations.
  o Schedule an appointment with Helena Wilkins-Versalovic, located in EER 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/travelRegistry/index.WBX](https://utdirect.utexas.edu/io/abroad/travelRegistry/index.WBX)

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Travel Planning
Con’t

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

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

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

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 access to all travel forms during travel. These can be an electronic copy.
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** – 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.
You can book airplane flights any of the following ways:

- Use the Concur online booking tool. You must register before using this online reservation tool.
- Submit a reservation request form to one of the university’s contracted travel agencies.
- Contact one of the university’s contracted travel agencies.
- Use any online travel reservation system - cannot be direct billed.
Rental Car Policy

All car rental reservations are required to be made using one of five UT Austin contract car vendors, citing the chosen vendor's specific rate identifier code. Rental car contract rates apply to Domestic/U.S. rentals only.

Avis, Budget, Enterprise, National or Hertz.

- 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.
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 can be processed.

- If seeking reimbursement for airline ticket, 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 book airline tickets through Concur!

- If seeking reimbursement for hotel rooms, an individual may only be reimbursed for one (1) hotel room. Each individual must be reimbursed for his/her own room.
QUESTIONS?