

## Resident Travel Reimbursement Processing Form Effective August 2021

Name: \_\_\_\_\_ Personnel #: \_\_\_\_\_

Program: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

Max Reimbursement: \_\_\_\_\_ Coordinator Signature: \_\_\_\_\_

**It is the responsibility of the traveler to review and follow all UT travel policies before traveling.**

This form along with all necessary original receipts must be returned to Kirsha Smith in the GME Office for reimbursement. Once the expense report is prepared in Concur by your GME delegate, you will receive an email from Concur stating that you will need to approve the expense report. Once you approve the report, it will be sent to Accounting for processing. Once Accounting approves, the payment will be direct deposited into your bank account on file. **It generally takes 5 to 10 business days for your reimbursement to be direct deposited.**

Due to IRS regulations that state any travel not reimbursed within 60 days may be deemed taxable income. The GME Office requires all travel to be submitted to GME no later than 30 days after the completion of the travel. Failure to turn in all documentation within 30 days will require the resident to submit a written explanation as to why this requirement was not followed before the travel will be processed and the reimbursement may be taxable.

**Hotel Reimbursement: \$** \_\_\_\_\_

You must attach a hotel receipt that shows a zero balance. If you stayed at the Conference Hotel you will be reimbursed up to the conference rate plus taxes, but you **must attach the brochure that lists the hotel and rate**. Listing of the hotel and not a rate is not sufficient documentation to be reimbursed. **If the room block at the conference rate is full or if you waited until after the deadline you will not be reimbursed more than the conference rate to stay at an alternative location.**

*The UT travel agency, World Travel, can assist you with finding alternative hotels.* The hotel receipt must be in your name. If you split the charge with another resident, you must get the hotel to give each of you a receipt in your own name to be reimbursed. Room service charges will not be reimbursed.

**Airfare: \$** \_\_\_\_\_

You must attach a copy of your receipt that includes your itinerary, the cost of the ticket with a zero balance, and the **designation or code for coach fare**. Original receipt is required for baggage fee.

**Rental Car:** \$ \_\_\_\_\_

You must attach a paid rental car receipt. The University will not reimburse for insurance or other extra charges such as GPS. If you rented a car from Memphis, you must have a rejection letter/email from UT Motorpool. You must also attach original gas receipts for reimbursement.

**Mileage: # Miles** \_\_\_\_\_ (only if you drove to the conference)

If you drove your personal car to a conference you will be reimbursed the current per mile rate. When claiming mileage, gasoline isn't reimbursable.

**Taxi or Toll:** \$ \_\_\_\_\_

Taxis or tolls that are under \$10 do not require a receipt. Any amount \$10 or over must have a receipt attached. Tips must not exceed 20%. **You must state where you went, i.e. airport to hotel.**

**Food:**

You do not need to attach receipts for food. The University pays a per diem based on the city you are traveling to.

**Other:** \$ \_\_\_\_\_

Attach receipts and an **explanation** for any other expenses that need to be reimbursed.

**Notes:**

- If you would like your airfare to be reimbursed prior to your travel date, it **MUST** be booked through Concur.
- Using a package deal (such as Expedia) may not be fully refundable. Please carefully read the UT Travel policy for all exceptions. **These sites are highly discouraged.**
- If you have questions regarding UT travel policy, you should first review the policy (Travel Policy FI0705) at the website below and if you still have a question you need to contact the UTHSC Accounting Office for a final answer.
- If you are given incorrect information from your program you will not receive an exception to policy; always verify with the Accounting Office.
- Travel insurance is not reimbursable by the University.
- The UTHSC Accounting Office, not GME, makes the final determination as to interpretation of the UT travel policy and what is acceptable documentation.
- For international travel, all receipts must be converted into US dollars. Important information about international travel can also be found at the UT Travel Policy link below.

Websites:

- GME [www.uthsc.edu/gme](http://www.uthsc.edu/gme)
- UT Travel Policy [finance.tennessee.edu/travel](http://finance.tennessee.edu/travel)
- Federal CONUS Per Diems [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
- UT Motorpool [www.uthsc.edu/facilities](http://www.uthsc.edu/facilities)