

## GME Resident Travel Reimbursement Processing Form

### Section 1: Traveler Information

Name: \_\_\_\_\_ Personnel #: \_\_\_\_\_  
 Resident: \_\_\_ Staff: \_\_\_ Guest: \_\_\_ Program Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Section 2: Conference and Reimbursement Information

Name of Conference: \_\_\_\_\_  
 Location of Conference: \_\_\_\_\_  
 Attending: \_\_\_ Presenting: \_\_\_ If presenting, has it been entered into New Innovations? \_\_\_\_\_  
 Account # to Charge: \_\_\_\_\_  
\*If using multiple accounts, please list breakdown. Leave blank if this is for GME staff.  
 Maximum Reimbursement: \$ \_\_\_\_\_  
\*Put unlimited if there is no cap on reimbursement.

### Section 3: Travel Award (for Trainees only)

Are you applying for a Travel Award? \_\_\_\_\_  
 If so, what is the title of the presentation? \_\_\_\_\_  
\*Attach proof of acceptance for presentation from conference prior to travel.

### Section 4: Travel Policies and Procedures

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

**This form must be emailed to the GME Office at GMEFinance@uthsc.edu prior to travel.** If the form is not received prior to the travel dates, there may be a delay in processing. Once all original receipts and expenses have been uploaded, the traveler will submit the report at which time it will be sent to Accounting for processing. Once accounting approves the request, 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.

IRS regulations state that 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 final day of travel. Failure to turn in all documentation within 30 days will require the traveler 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.

#### Conference Registration:

You must attach conference registration information to include the location, date(s), and registration rates of the conference. An itemized conference registration receipt is required.

#### 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 conference 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 waiting until after the deadline you will not be reimbursed more than the conference rate to stay at an alternate 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:**

Airfare should be purchased through the University's travel booking tool- Concur. 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**. An original receipt is required for reimbursement of baggage fees.

**Rental Car:**

Rentals must be booked through the University's travel booking tool- Concur. You must attach a paid rental car receipt. The University will not reimburse for insurance or other extra charges such as GPS. You must also attach original gas receipts for reimbursement.

**Mileage:**

If you drove your personal car to a conference, you will be reimbursed the current per mile rate. Mileage is calculated by the number of miles between your training city and conference center. When claiming mileage, gasoline is not reimbursable.

**Taxi or Toll:**

A receipt is required for all taxis or tolls regardless of the amount. 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 <http://finance.tennessee.edu/travel>, 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 this policy. Always verify with the GME 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.

**Helpful Websites:**

- GME – <http://www.uthsc.edu/gme>
- UT Travel Policy – <http://finance.tennessee.edu/travel>
- Federal CONUS Per Diems – <http://www.gsa.gov/perdiem>