Other Reimbursement Guidelines

Overview

• In general, UTD reimburses what are considered standard, reasonable & necessary expenses related to UTD business.
• Reimbursements reports may not be self-approved.
• All reimbursements must be reviewed and approved/denied in accordance with https://policy.utdallas.edu/utdbp3094 (University Entertainment and Official Occasions), https://policy.utdallas.edu/utdbp3057 (Purchasing Policies) and campus business practices.
• Transactions of personal use or personal benefit are not reimbursable.
• Independent contractor services paid for by an employee are not reimbursable.
• Items restricted for use on the One Card are not reimbursable: https://finance.utdallas.edu/buying-goods-services/one-card-program/

Entertainment/Official Occasions

• Expenses should be reasonable for the nature of the particular business event.
• Occasions must be readily justified and documented with an appropriate business purpose.
• Generally, the amount per person should not exceed $75. This amount includes meals, drinks, sales tax, and tips. Any excess needs to be approved in advance by the Fiscal or Business Officer.
• Discuss any extraordinary or potentially questionable expenses with your Dean, Vice President or Business Officer.
• Alcohol can be reimbursed for entertainment meals as long as the source of funds allows for it.
• A full detailed receipt, list of attendees and their relationship to the university, and appropriate business purpose are required.
• BEST PRACTICE: Provide an agenda and sign-in sheet for each meal.

Mileage

• The current mileage reimbursement rate is posted on the Payment Services home page: https://finance.utdallas.edu/payment-services/
• When requesting reimbursement for mileage, point-to-point mileage using an online mapping service, such as Google Maps, needs to be included with the request.

Meals

• UTD reimburses meals as part of a conference fee.
• Meals are not reimbursable until there is an overnight stay.

Local Conferences

• Pre-Registration should be done via a One Card or through eProcurement as a non-catalog requisition.
• If self-paid, registration is reimbursed after the conference has ended.
• Conference meals included in the conference registration are reimbursable as part of the conference fee.
• The conference itinerary should be used to verify any reimbursable expenses.

Local Car Rental

• Enterprise or National should be rented through Concur whenever possible, as they direct bill to the traveler’s cost center.
• Cars may be rented up to full size, and any other size must be pre-approved by the supervisor.
• Tolls are reimbursable with detailed receipts and point-to-point mileage.
• Insurance supplements, additional driver charges, navigation systems, ski racks, parking violations or moving citations are not reimbursable.

Other Reimbursable Expenses

• Tolls and parking are reimbursable with detailed receipts.
• Shared ride receipts should include destination information, business purpose, amount & date for each transportation event.
• Electric scooters and bike rentals are not reimbursable because of the insurance coverage.