

The Libraries' Travel Process

1. Fill out Library Travel Request Form. It's now online at:

<http://info.lib.utk.edu/training/forms/TravelRequest.pdf>. Fill out form completely as **all** information is needed for the travel authorization and reimbursement forms. Please do this well in advance of the trip. Include account numbers for grants, FRIP, etc. Sign the form, obtain appropriate approval from supervisor and department head, and forward to the dean's office for approval. Any travel papers to be signed will be in a folder on the dean's assistant's front counter. Usually \$1500 is allowed for faculty travel per fiscal year (July-June).

Registration for Conferences, Programs, Etc.

Registration can be prepaid if travel forms are submitted 2-3 weeks before the registration deadline. It usually takes that long to get it through the treasurer's office and to the association. Be sure to put on the travel request form what meals are included in the registration. For major conferences such as ALA, the dean's assistant will send an email about the conference to the dean's office along with your travel request form. If you are attending a pre-conference for ALA, please submit documentation (xeroxed pages) for this conference as well. If you will be attending a special party, tour, banquet, please submit a personal check for that amount to the prepayment request. If you decide to cancel your trip, you will be responsible for getting pre-paid registration reimbursement back from the conference. The library does not pay personal membership fees.

2. Making Accommodations. You are responsible for registering for the conference unless you request prepayment for registration. You are also responsible for making your own personal car or flight and lodging arrangements.

Transportation:

Flights. Flights can be made through University Travel, 777-1680, or online. When making a flight, make sure you have the following information for reimbursement: dates of travel, complete air trip itinerary (destinations), class of service (this is very important, if it doesn't say coach fare, the treasurer's office will send it back to us and delay your reimbursement), amount of fare, airline name. Since all faculty are eligible for an American Express credit card through the treasurer's office, faculty are not allowed to use direct bill to prepay flights and must pay for their ticket prior to the trip. Employees may be reimbursed for non-refundable and international airline tickets before the departure date. Make sure the e-ticket/itinerary says "non-refundable." Otherwise, you'll have to wait until after the trip to get reimbursed. If using an online service for your flight AND hotel, you will need to have the two charged shown separate on the receipt.

UT Car/Personal Car Mileage. A university owned automobile should be used when available (standard sedan for 1-4 people, mini-van for 5-7 people). The Dean's Assistant will reserve the car based on the information provided on the Travel Request Form and a Motor Vehicle Form will be typed to be signed by you and the dean. The employee is responsible for picking up and returning the car. A gasoline credit card is provided with the automobile and if it is not possible to use this card, purchase your gasoline and make your reimbursement request directly with motor pool. The Motor Pool is closed on weekends so reserved vehicles will need to be picked up prior to 5.00pm on Friday if you need it over the weekend. A university employee may use a personally owned automobile for official travel provided the university will incur no additional expenses above that of other available transportation. This means if you take a trip and would be getting say \$350 back for mileage, but it would cost the

Library say \$250 using a UT car, you'll need to use the UT vehicle. If you do take your personal car, you will need to submit odometer readings after the trip. The current reimbursement rate is \$.42 a mile. If an indirect route is used, mileage should be taken from the Rand McNally Road Atlas or a comparable mileage table. UT vehicles need to be picked up after 4pm if waiting to use them the next morning for a trip. They need to be returned by 8am if you return late the day before and don't/can't get the car to Transportation Services.

Lodging. If you are staying at a conference hotel, the conference rate is allowable even if it exceeds the posted rates. The rate plus applicable taxes will be reimbursed provided the documentation confirming the rate is attached to the reimbursement form. It is okay to put room service, movies, tabs on the hotel bill, but they will not be reimbursed.

3. Reimbursement. Submit your original, itemized receipts to the Dean's office for reimbursement for lodging, registration fees (not pre-paid), airline tickets, rental cars, and other allowable expenses over \$50, except for ground transportation. Please do not staple these receipts. The Dean's assistant will complete the necessary forms using the information given on the travel request form and receipts submitted. The traveler and the dean will sign the form before it is sent over to the treasurer's office. Reimbursement takes approximately two weeks. Checks will be sent to your home address.

Receipts

Airline: Electronic Itinerary with cost, method of payment, coach fare.

Lodging: Expenses will be reimbursed subject to the maximum amounts for applicable rates. An original receipt must be provided and must include the daily room charge, applicable tax, and total charges.

Parking: Receipts for reimbursement must be furnished for all parking fees over \$50.

Taxi/Cabs: If an employee travels by common carrier, reasonable taxi, bus or limousine charges to and from airports can be reimbursed. Reasonable taxi fares will also be allowed for travel between lodging and meeting sites to and from restaurants. Receipts are not required for taxis, limousines and other types of ground transportation.

Tolls: Tolls will be allowed, when necessary, without a receipt.

Any questions: Call Patty Boling, 974-6600, in the Library Dean's Office or The UT Treasurer's Office at 974-3086.

More information about all of the information below can be found on the Treasurer's Website at: <http://treasurer.tennessee.edu/travel/default.htm> (click on fiscal policies).

Reimbursement of expenses incurred while on university business is subject to the limitations of the above policy. The limits do not indicate the amounts that should be spent but provide maximum amounts that can be reimbursed.