



### 6.2.23 Other Reimbursable Expenses on Travel Voucher

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: September 2008
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: September 2008

#### I. Purpose

To establish guidelines on requesting reimbursement on expenses incurred while traveling for UT Health San Antonio.

#### II. Scope

This policy applies to all UT Health San Antonio staff members, faculty members, learners, and official visitors (e.g., consultants, job candidates) seeking reimbursement for related expenses incurred while traveling on official business.

#### III. Policy

##### A. Registration Fees

An employee may receive reimbursement for registration fees for official business conferences, seminars, and workshops. Meals or other personal expense items included in the registration fee are not reimbursable as they are covered by per diem. Receipts for registration fees are required. Non-mandatory registration fees for room and board should be itemized. The breakdown should be listed on the back of the Travel Voucher and charged to the travel section of the account. It should not exceed the maximum allowed for that location and account. UT Health San Antonio (UTHSA) may pay registration fees directly.

##### B. Telephone and Telegraph Bills

Telephone and telegraph bills that constitute official business.

##### C. Parking Fees

Parking fees at the headquarters airport; while using a rental car on official business; or while using personal car on official business are reimbursable. Parking fees must be itemized on a daily basis on the back of the Travel Voucher under “Record of Transportation”.

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### D. Gasoline for Rental Car

A receipt is required for gasoline purchases.

### E. Toll Fees

Toll fees for personal auto and rental cars are reimbursable.

### F. Hotel Occupancy Tax

If for an instate trip, the occupancy tax must be identified as to whether it is a city or a county tax.

### G. Other Reimbursable Travel Expenses

1. Visa and/or passport fees for foreign travel (receipt required).
2. Airport boarding and departure taxes in foreign countries.
3. Inoculations for foreign travel (receipt required).
4. Money orders used for official business (receipt required).
5. Copy and fax charges made for Health Science Center business purposes (receipt required).
6. Freight charges to ship State equipment or materials for a presentation (receipt required).

## **IV. Definitions**

*There are no defined terms used in this Policy.*

## **V. Related References**

*There are no related documents associated with this Policy.*

## **VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination	Executive Committee	05/2000
<b>09/2008</b>	Policy Review	Executive Committee	09/2008